



Burbage Primary School -COVID-19 Schools Risk Assessment – September 2020



Addendum 1: Preparation for full opening of schools (8th March 2021)

It is the government’s plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

The government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus

All COVID-19 risk assessments must be updated where necessary, prior to the 8th March 2021, any changes must be communicated to staff members and published on the school’s website.

	Identify the Hazards (anything that may cause harm)	Who may be harmed and how	Assess the Severity	Control measures	Assess the Likelihood	What is the Risk Rating	Further Action Required
	<p>Revision Status: Revision Status: Rev. 1 Created 03.07.2020 in Black Rev. 2 Updated 16.07.2020 in Green Rev. 3 Updated 03.08.2020 in Blue Rev. 4 Updated 07.09.2020 in Orange Rev. 5 Updated 05 & 22.10.2020 in Purple Rev. 6 Updated in line with government guidance 04.11.2020 in Beige Rev. 7 Updated 27.11.2020 in Dark Blue Rev.8 Updated 23.02.2021 in Pink Rev 9. Updated 02.03.2021 in Gold</p> <p>Please put local control measures in Red</p>						
	What Tier level are you in?						

		<p>As of the 02 December 2020 the following Tier levels will be introduced:</p> <p>Tier 1: Medium alert</p> <p>Tier 2: High alert (Reading, West Berkshire, Wiltshire & Swindon)</p> <p>Tier 3: Very High alert (Bristol)</p>		
		<p>Rev. 8 Updates</p> <p>Face coverings</p> <p>Covid Testing</p> <p>Mandatory attendance</p> <p>Clinically extremely vulnerable</p> <p>Curriculum expectations</p> <p>Elective home education</p>		
		<p>From the 8th March all Primary and Secondary pupils should attend school.</p> <p>Secondary pupils will be offered testing from the 8th March and should attend school after their first negative test</p>		
		<p>9 Updates Concerns from staff about returning to school - CEV</p> <p>Pregnancy 28 weeks</p>		
		Systems of control - Prevention		

1	<p>School Buildings</p> <p>Failure to complete compliance checks could increase the likelihood of COVID 19 -Increased risk to staff and pupils</p>	Pupils and staff	High	<p>Class sizes can return to normal and spaces used by more than one group will be cleaned between use.</p> <p>There is no requirement to reduce occupancy in schools, everyone must follow the system of controls.</p> <p>The usual pre-term building checks will be undertaken prior to opening for autumn term such as,</p> <ul style="list-style-type: none"> Hot and cold water systems Gas safety Fire safety Kitchen equipment Security <p>Schools will continue with testing and statutory compliance checks as well as maintenance</p> <p>HSE GUIDANCE: https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p>	rare	low	
---	---	------------------	------	--	------	-----	--

	Air Conditioning	Pupils and staff	High	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/airconditioning-and-ventilation.htm	rare	low	
	Increased risk of electrical shock	Pupils and staff	Moderate	Schools to consider electrical items taken off site when conducting their annual portable appliance testing.	rare	Low	
	Increased risk of transmission	Pupils and staff	High	<p>School will ensure good ventilation for example, by opening windows</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by:</p> <ul style="list-style-type: none"> • Mechanical ventilation systems • Natural ventilation; opening windows (high level windows will reduce draughts) and internal doors (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air) <p>West Berkshire advises that temperatures should not drop below 16 degrees. They recommend that when the room temperature reaches 18 degrees, the window openings are reduced to the minimum or shut until the temperature rises. They can then be reopened.</p>	rare	low	
	Lack of available keyholders during emergencies Increased risk of transmission		Moderate High	<p>Schools to update key holder information if necessary</p> <p>Schools to continue with visitors arriving outside of school hours where possible.</p>	rare	low	Keyholder information recently updated

				Payments to schools should be taken by contactless methods wherever possible			
2	<p>Personal Hygiene</p> <p>There is an increased risk to contracting COVID 19 due to the lack of hand washing and hand sanitiser stations</p>	Pupils and staff	Critical	<p>The school will ensure there are sufficient hand washing and hand sanitising stations available to pupils and staff so that they can clean their hands regularly</p> <p>Young pupils and pupils with complex needs will be supervised during the use of hand sanitiser</p> <p>The dangers of hand sanitiser will be explained to students on a regular basis</p> <p>2 handwashing stations installed to cover both play areas in school, allowing for multiple mass handwashing.</p>	infrequent	moderate	2 x handwashing stations installed, class sinks in every classroom as well as toilets

2	Educational Visits Trips and educational visits could result in a member of the group contracting Covid 19.	Pupils and staff	High	<p>In the autumn term schools can resume nonovernight domestic educational visits in the autumn term.</p> <p>This should be done in line with protective measures, such as;</p> <ul style="list-style-type: none"> • keeping children within their consistent group • ensuring coronavirus (COVID-19) secure measures are in place at the destination. • thorough risk assessments completed <p>Schools should consult the health and safety guidance on educational visits when considering visits.</p> <p>Jan 2021 – Trips and educational visits suspended.</p>	infrequent	moderate	No visits planned
				<p>Educational visits are suspended during the 4 week lockdown of 05 November to 02 December.</p> <p>Educational visits are not recommended at this time</p>			separately risk assessed.

3	Respiratory Hygiene Lack of good respiratory hygiene could result in an increased risk of contracting the virus.	Pupils and staff	critical	<p>The school will promote the 'catch it, bin it, kill it' approach to pupils and staff</p> <p>The school will ensure they have enough tissues and bins available around the school – planning ahead for the procurement of hand-towels and tissues is essential due to high usage.</p> <p>Young pupils and pupils with complex needs will be supervised and helped to get this right</p> <p>A further risk assessment should be conducted for those pupils who spit uncontrollably or use saliva as a sensory stimulant, to support the pupils and staff and is not a reason to deny these pupils face to face education – no pupils known to do this</p>	infrequent	moderate	
2.	Staff and visitors are unclear about expectations regarding the use of face masks , unwittingly spreading the spread of the virus.	staff and visitors	high	<p>Face coverings are not classified as PPE, face coverings should safely cover your nose and mouth and are largely intended to protect others, not the wearer, against the spread of infection.</p> <p>The following is government guidance not mandatory activity, and any legal exemptions that apply to the wearing of face coverings in shops and on public transport also apply to this new advice.</p> <p>Children ages 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1 metre distance from others and there is widespread transmission in the area.</p>	rare	low	

			<p>Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.</p> <p>On the assumption that as of Thursday 05 November schools are considered to be in Tier 3, and therefore students and staff in secondary settings should wear face masks in public areas.</p> <p>In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. Children in primary school do not need to wear a face covering.</p> <p>The trust is asking that staff in primary schools' wear face masks in public areas.</p> <p>The Trust recommends that staff and 6th form students wishing to wear face coverings will not be prevented from doing so. Secondary and Primary school students who wish to wear face coverings can do so around the school but not in class.</p> <p>If staff would also like to wear a visor for their own protection, we would support this in addition to a face mask.</p> <p>It is vital that face coverings are worn correctly. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use, provided by the students. Where a face covering becomes damp, it should</p>			
--	--	--	---	--	--	--

			<p>not be worn and the face covering should be replaced carefully.</p> <p>Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.</p> <p>Where local restrictions apply</p> <p>Education settings where Year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p> <p>Exemptions - Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none">• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs</p> <p>See government guidance here</p> <p>It is reasonable to assume that staff and young people will now have access to face covering due to their increased use in wider settings however, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a</p>			
--	--	--	---	--	--	--

				<p>small contingency supply available to meet such needs.</p> <p>No-one should be excluded from education on the grounds that they are not wearing a face covering.</p>			
3	<p>Shared resources</p> <p>Increased risk for transmission due to multiple handling</p>	Pupils and staff	<p>High</p>	<p>During the summer term, their use was minimised, or moved out of classrooms, and extra cleaning took place. That position has now changed for the autumn term.</p> <p>For frequently used items such as pens and pencils, staff and pupils should have their own items and they should not be shared.</p> <p>Classroom based resources such as books and games can be used and shared within the bubble.</p> <p>Cleaning of these items will take place regularly along with frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always 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) between use by different bubbles.</p> <p>Children to continue with own stationery and trays with books etc all in on or under desks to stop movement around class.</p>	rare	low	

				<p>Outdoor play equipment will be more frequently cleaned along with inside and outside resources.</p> <p>Trim trail timetable to be set up so one bubble uses it for a full week, it decontaminates over the weekend.</p>			
3	<p>Resources going back and forth</p> <p>Increased risk of transmission of the virus due to resources being carried back and forth</p>	Pupils and staff	<p>High</p> <p>High</p>	<p>Pupils will only bring essentials items into school such as, lunch boxes, hats, coats, books, stationery and mobile phones. Bags are discouraged due to limited space in classrooms. Stationery will stay in school.</p> <p>Pupils and teachers can take books and other shared resources home, unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Teachers will mark books in school, cleaning their hands before and will avoid taking resources home unless they need to in exceptional circumstances</p> <p>Resources will be cleaned frequently and meticulously and always 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) between use by different bubbles.</p>	<p>infrequent</p> <p>rare</p>	<p>moderate</p> <p>low</p>	

3	Outdoor equipment Increased risk of transmission due to lack of proper cleaning	Pupils and staff	High	Outdoor equipment to be cleaned between uses by separate bubble/groups. Plastic or metal play equipment should be cleaned between use by bubble/groups/groups by spraying with a combined detergent disinfectant solution (at a dilution of 1,000 parts per million available chlorine) or a household detergent followed by disinfection and	infrequent	moderate	
---	---	------------------	------	--	------------	----------	--

				then wiping off any residue with paper towels which should be disposed of in general waste bins. Teachers will avoid using resources used by other groups where possible Timber and other types of play equipment that may be more difficult to wipe over, should be sprayed with a combined detergent disinfectant solution or a household detergent followed by disinfection with particular attention paid to high touch areas such as hand rails etc. Rota in place for when trim trail is reopened to ensure there is no cross-contamination between groups. Routines to be established for cleaning at the end of the day The cleaning solution should either be wiped off with paper towels or adequate time should be allowed for the cleaning solution to evaporate prior to the equipment's next use (carried out at the end of each day) The cleaning solution should be at a dilution of 1,000 parts per million available chlorine			
--	--	--	--	--	--	--	--

5	<p>Extra-curricular provision</p> <p>After school activity clubs will increase the spread of the virus between groups</p>	Pupils and staff	High	<p>Schools to consider should be working to resume resuming any their breakfast and after school provision where possible from the start of term.</p> <p>-From the 8th March schools should work to resume all before and after school educational activities and childcare for pupils where provision is necessary to support parents to work.</p> <p>Schools to consider how they can make such provision work alongside their wider protective measures;</p> <ul style="list-style-type: none"> • keeping pupils within their year groups or bubbles where possible <p>Schools to ask parents to limit the number of wraparound providers they access as far as possible.</p> <p>Training for extra-curricular purposes, for instance as part of clubs should not take place.</p> <p>Facilitated activities for children where these provide a childcare function for working parents are allowed to continue.</p> <p>Resources used for wraparound care will be subject to the same cleaning as classrooms with increased cleaning or isolation of 48hrs (72 hrs for plastics)</p> <p>Where possible pupils will be kept in the same bubbles</p>	Infrequent	Moderate	
---	--	------------------	------	--	------------	----------	--

	<p>Wraparound care</p> <p>Owls' Nest club will increase the risk of the virus being spread between groups.</p>		<p>High</p>	<p>Training for extra-curricular purposes, for instance as part of clubs should not take place.</p> <p>Facilitated activities for children where these provide a childcare function for working parents are allowed to continue.</p> <p>Resources used for wrap around care will be subject to the same cleaning as classrooms with increased cleaning or isolation of 48hrs (72 hrs for plastics)</p> <p>Where possible pupils will be kept in the same bubbles</p> <p>Care will be taken to wash hands before and after the club. Children will work in either KS1 group (which is one class) or KS2 group (3 classes). Clubs will take place outdoors unless in an exceptional circumstances. Consideration will be taken to the positioning of children and the resources they use. Small consistent groups will be set up within each club</p> <p>Schools to consider how they can make such provision work alongside their wider protective measures;</p> <ul style="list-style-type: none"> • keeping pupils within their year groups or bubbles where possible <p>Staffing does not allow for class bubbles in Owl's Nest but groups of KS1 and KS2 will be established to control the mixing of different bubbles. Outside provision will be encouraged and club will be spread across 2 rooms with members of staff allocated to one group.</p>	<p>frequent</p>	<p>high</p>	
--	---	--	-------------	---	-----------------	-------------	--

				Schools to ask parents to limit the number of wraparound providers they access as far as possible.			
7	Pupils who attend more than one setting Increased risk of transmission	Pupils and staff	High	Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school. Schools will collaboratively work through systems of control, addressing any risks identified.	infrequent	moderate	See separate risk assessment for AP
7				It is expected that after the relaxation of shielding measures from 01 August, that most staff will return to school. It remains the case that wider government policy advises those who can work from home to do so, such as administrative staff. Schools leaders should consider what is feasible and appropriate. In primary schools, the ability to maintain social distance is dependent on the age and maturity of the pupils in the class. All schools will carry out an individual comprehensive (in and out of work) risk assessment for each member of staff who is within a vulnerable group or who has			

				<p>significant risk factors. As a minimum we would expect risk assessment for individuals in the following categories;</p> <p>Aged 70 or over BAME (if also considered vulnerable) Clinically Vulnerable Extremely Clinically Vulnerable</p> <p>This is to ensure that social distancing and hygiene precautions are understood and can be maintained in the classroom and around school. Note: when working with the younger children in a primary setting, additional stringent measures will need to be in place to assure social distancing, as in these classes / settings, children themselves cannot socially distance. Any existing individual risk assessments should be reviewed prior to September.</p>			
		staff	High	<p>Where schools apply the full measures in the government guidance, the risks to all staff will be mitigated significantly, We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care with social distancing</p>	Occasional		
		Pregnant staff	High	<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance (see above). Staff within their third trimester are advised to be particularly attentive to social distancing</p>	Occasional		
		Extremely clinically vulnerable		<p>Individuals who are considered to be extremely clinically vulnerable and received a letter advising</p>			

	staff	Critical	<p>them to shield are now advised that they can return to work from 1 August as long as the workplace is COVID secure, but carry on working from home if you can.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October, available here</p> <p>As per government guidance issued on the 02.11.2020 CEV staff must now work from home. People categorised as CEV will receive a letter from the government to confirm this.</p> <p>Government Guidance from the 02 December 2020, if you cannot work from home, you can still go to work in all tiers.</p> <p>Government guidance from the 8th March, CEV staff are being advised not to attend the workplace. The government roadmap anticipates that it will no longer be necessary to advise shielding beyond the 31st March 2021.</p>	Infrequent		
	Living with extremely clinically vulnerable People	Moderate	<p>Guidance from West Berks, Senior Health and Safety Advisors for schools is that, staff who are 28 weeks pregnant and beyond are now categorised as CEV and should follow national guidelines. Currently this means that they should remain at home (previously shielding). Where possible, appropriate alternative duties (working from home) will be allocated. The government roadmap anticipates that it will no longer be necessary to advise</p>	Occasional		

		Staff at increased risk	High	<p>shielding beyond the 31st March 2021.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>	Infrequent		
		Living with people of increased risk	Moderate	<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p> <p>Schools to discuss staff members concerns, explaining the measures the school has put/or will put in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p>	Infrequent		
	High		<p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>	Rare			
	Critical		<p>Any member of staff travelling abroad should inform the Principal as they will need to follow appropriate quarantine arrangements. Anytime taken off due to travel isolation will be without pay.</p>	High			
			<p>No physical contact. It is important to maintain social distance for staff wherever possible. No close contact activities.</p>				

8	<p>People who attend multiple sites</p> <p>Increased risk of transmission of the virus from staff who work on other sites</p>	Pupils, staff and visitors	High	<p>Parents are not allowed on site without an appointment. The only exception to this is parents walking from school to pre-school to drop off or collect pre-school children – they must not stop and should move swiftly through the grounds, taking care to socially distance.</p> <p>Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and nonprofessionals, available at working safely during coronavirus (COVID-19): performing arts.</p> <p>In addition to this they should:</p> <ol style="list-style-type: none"> 1. Maintain distancing requirements with each group they teach, where appropriate. 2. Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing. 3. Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made. 4. Playing instruments and singing in groups should take place outdoors where possible 5. No large groups playing indoors 	rare	low	
---	--	----------------------------	------	---	------	-----	--

			<ol style="list-style-type: none"> 6. Strict social distancing (2m for face to face) to be adhered to 7. Pupils should be positioned back to back or side to side when playing or singing 8. Position wind and brass players so that the air from their instruments does not blow into another player 9. Use microphones where possible 10. Avoid sharing instruments 11. Instruments should be cleaned by the pupil/person playing them <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>School to ensure that guidance on physical distancing and hygiene is explained to visitors on for before arrival.</p> <p>Schools will ensure that Contractors completing work on site will where possible, do so outside of school hours.</p> <p>School to ensure that guidance on physical distancing and hygiene is explained to visitors on for before arrival</p> <p>Contractors must notify the premises staff (or receptionist) of all areas visited, in order that these can then be thoroughly cleaned</p> <p>A record of all visitors to school will be kept.</p> <p>Only essential visitors will attend site during the 4 week lockdown, and all must wear face coverings when inside the school buildings</p>			
--	--	--	--	--	--	--

9	<p>Concerns from pupils about returning to school</p>			<p>In primary schools, pupils for whom shielding has been paused on 1.8.20, can attend school as long as an individual RA has been completed, and agreed/shared with parents, and the school is confidently able to ensure the pupil can maintain social distancing and appropriate hygiene arrangements. This will depend on the age of the pupil, the physical spacing and capacity of the school. Where a pupil is unable to attend school we expect schools to be able to immediately offer them access to remote education.</p> <p>Although attendance will be mandatory from 8th March, schools will still be required by law to provide remote education to any pupils who need to continue to learn from home.</p>			
	Self-isolating concerns	Pupils	Low	Only pupils who are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) will be self-isolating.	Occasional	Low	
	Shielding concerns	Pupils	Moderate	<p>Shielding advice for all adults and children will pause on 01 August.</p> <p>This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p>	infrequent	Low	
		Clinically extremely vulnerable from 1 August	Moderate	<p>From the 1 August the government will be advising that shielding will be paused.</p> <p>From this date, the government is advising you to adopt strict social distancing rather than full shielding measures.</p> <p>In practice, this means that if you are clinically extremely vulnerable from 1 August:</p>	Infrequent	Low	

- ~~you can return to your childcare, school, college or university.~~
- ~~—~~
- ~~You should remain careful and take extra care to maintain social distancing.~~
- ~~Where possible, you should wash your hands regularly with soap and water for 20 seconds or use hand sanitiser.~~
- ~~If you are school age then you are allowed to go to school if:~~
 - ~~your parents or guardians are critical workers~~
 - ~~you have a social worker or an education health care (EHC) plan~~
 - ~~the government has said that your year group are eligible to return~~

~~Schools will complete risk assessments for pupils identified as at greater risk~~

~~New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October, available [here](#)~~

~~As per government guidance issued on the 02.11.2020 CEV pupils must now stay at home. Children categorised as CEV will receive a letter from the government to confirm this.~~

~~Government guidance advises that CEV pupils to shield until 31st March 2021. These pupils would have previously received a letter to advise shielding until 21 February 2021, this has now been extended.~~

~~The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2~~

~~December at all local restriction tiers unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.~~

~~Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.~~

Pupils no longer required to shield, but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

All other pupils must return to school.

This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black,

Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

Schools will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.

Schools will communicate clear and consistent expectations around school attendance to families.

All pupils of compulsory school age must be in school from the 8th March 2021, unless a statutory reason applies.

Schools can use the additional catch-up funding as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.

Schools will work closely with other professionals as appropriate to support the pupils return to school.

See [DfE - Supporting pupil and student mental wellbeing](#)

10	<p>Physical activity in schools</p> <p>Increased risk of transmission during school activities</p>	Pupils and Staff	High	<p>School have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent groups • Sports equipment cleaned between each use by individual groups • Contact sport avoided • Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls <p>Schools should consider how to reduce the risk, particularly where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> • 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 – making sure instruments are thoroughly cleaned where possible. • ensuring good ventilation <p>Use of sand trays is possible if cleaned and dried between different groups. If sand is used, small consistent groups will use it.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not,</p>	infrequent	Moderate	
			High	<ul style="list-style-type: none"> • 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 – making sure instruments are thoroughly cleaned where possible. • ensuring good ventilation 	infrequent	moderate	
			High	<p>Use of sand trays is possible if cleaned and dried between different groups. If sand is used, small consistent groups will use it.</p>	infrequent	moderate	

maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.

Schools can work with external coaches, clubs and organisations for curricular and extra curricular activities when they are satisfied it is safe to do so.

Schools to consider how such arrangements can work within their wider protective measures.

~~Training for extra-curricular purposes, for instance as part of clubs, should not take place.~~ Facilitated activities for children where these provide a childcare function for working parents are allowed to continue

Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.

11	<p>Use of PPE</p> <p>The incorrect use of PPE exacerbates the risk of further infection/ risk of transmission</p>	Pupils and staff	Moderate	<p>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.</p> <p>Wearing a face covering or face mask in classroom schools or other education settings is not recommended.</p> <p>On the assumption that as of Thursday 05 November schools are considered to be in Tier 3, and therefore students and staff in secondary settings should wear face masks in public areas.</p> <p>The Trust is asking that staff in primary schools' wear face masks in public areas.</p> <p>Jan 2021 – Parents and staff asked to wear face masks at pick up and collection</p> <p>Schools should therefore not require staff, children and learners to wear face coverings.</p>	Infrequent	Low	
		Pupils and staff	high	<p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> • where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained • where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:</p>	infrequent	moderate	

				<ul style="list-style-type: none">• a face mask should be worn if a distance of 2 metres cannot be maintained• if contact is necessary, then gloves, an apron and a face mask should be worn• if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn <p>If a member of staff wishes to wear a face covering, they will not be prevented from doing so.</p> <p>Face coverings are to protect others.</p> <p>Face shields only protect yourself.</p>			
--	--	--	--	--	--	--	--

12	Transport Increased transmission risk due to confined space	Pupils and Staff	High	Dedicated Transport – only available to schools The schools will consider; <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • through ventilation, fresh air (from outside the vehicle) is maximised through open windows and ceiling vents • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <ul style="list-style-type: none"> • Current government guidance advises that children and young people aged 11 years and over to wear a face covering when travelling on dedicated transport to secondary school or college, apart from those who are exempt. • See guidance here • Children must not board the transport if they, or a member of their household, has symptoms of covid-19 	rare	Low	Continue to encourage parents to walk or cycle and to refrain from using school transport, limit to family groups if there is no other way of travelling to and from school
----	---	------------------	------	--	------	-----	---

				<p>Schools will decide on an approach which will reflect the range of measures that are reasonable in their different circumstances.</p> <p>Schools to work closely with local authorities who have a statutory responsibility for 'home to school transport' for many children and local transport providers to ensure sufficient bus service provision.</p> <p>Risk Assessments to be provided by transport providers</p>			
--	--	--	--	---	--	--	--

--	--	--	--	--	--	--	--	--

	<p>Increase transmission risk due to possible lack of distancing and confined space</p>	<p>Pupils and staff</p>	<p>Critical</p>	<p>Public Transport – also used by general public Face coverings to be worn at all times for adults and children over the age of 11</p> <p>Pupils use of public transport, particularly in peak times, should be kept to an absolute minimum.</p> <p>Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.</p> <p>Schools will encourage parents, staff and pupils to walk or cycle to school if at all possible.</p> <p>Local authorities are being asked to;</p> <ul style="list-style-type: none"> urgently work with schools to survey parents on their typical routes to school and potential alternatives consider a range of options for shifting demand for public transport onto other modes consider using traffic demand management approaches in order to ensure that children are able to attend school from the start of the autumn term 	<p>zero</p>	<p>No risk</p>	
	<p>Pupils arriving at the same time causing greater transmission risk</p>	<p>Pupils and staff</p>	<p>High</p>	<p>Schools to consider staggered start and finish times where possible, keeping bubbles apart as they arrive and leave school. However, this should not reduce the amount of overall teaching time.</p>	<p>rare</p>	<p>low</p>	
	<p>Increased risk of transmission of the</p>	<p>Pupils</p>	<p>High</p>	<p>Staggered start and finish times in place for September along with use of different gates to minimise chance of different groups meeting each other</p>	<p>rare</p>	<p>low</p>	

	<p>virus due to lack of knowledge of safe use of PPE</p>			<p>Pupils and staff must wash their hands or use hand sanitiser immediately on arrival.</p> <p>Most pupils aware of routines as they have attended school throughout term 6. Routines well-established with staff confident of when and how often</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it.</p> <p>Schools should have a process for removing face coverings when pupils and staff who use them arrive at school.</p> <p>Pupils and staff must wash their hands or use hand sanitiser immediately on arrival.</p> <p>Temporary face coverings must be disposed of in a covered bin.</p> <p>Reusable masks should be placed in a plastic bag they can take home with them.</p> <p>Parents asked to make sure their child does not have a mask on when they enter school.</p> <p>Hands should be then washed again before heading to their classroom.</p> <p>All staff to undergo safe use of PPE training -carried out at June training day and will be refreshed on September 1st TD day.</p>			
--	--	--	--	---	--	--	--

13	<p>Spreading Covid-19</p> <p>Contact with individuals who are unwell could increase the likelihood of others contracting Covid 19 or spreading it to others.</p> <p>Lack of available tests, resulting in more time away from school/work</p> <p>When to get a test</p> <p>Stay at home guidance</p>	Pupils and Staff	<p>High</p> <p>High</p> <p>Critical</p>	<p>The school will ensure that pupils, staff and other adults do not come into the school if they have covid19 symptoms or have tested positive in the last 10 days.</p> <p>All persons with covid-19 symptoms are eligible and must get tested.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>We will ensure that anyone developing those symptoms during the school day is sent home.</p> <p>Anyone who experiences any coronavirus (COVID-19) symptoms can get a free coronavirus (COVID-19) NHS test at a testing site or at home. This includes all pupils, teachers, and staff.</p> <p>From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits, these tests should only be offered to individuals in exceptional circumstances. Guidance can be found here.</p> <p>Guidance for parents</p> <p>Letter to parents and guardians: when you should book a coronavirus test for your child Published 25 September 2020 link here</p>	<p>Rare</p> <p>Occasional</p> <p>Rare</p>	<p>low</p> <p>High</p> <p>Moderate</p>	
----	--	------------------	---	---	---	--	--

	<p>Contacts of people with confirmed covid-19</p> <p>NHS Covid-19 app</p> <p>Lack of available tests, resulting in more time away from school/work</p>		<p>critical</p>	<p>For households with possible or confirmed covid-19 infection – guidance updated 21 October 2020, available here</p> <p>Guidance updated 21 October 2020, available here</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The app is available to download for anyone aged 16 and over if they choose to do so.</p> <p>Required action:</p> <p>leaders and staff should familiarise themselves with the features of the app leaders should understand how the app relates to their setting’s process for managing a positive case and/or an outbreak leaders should understand how the app’s ‘Trace’ feature relates to their setting’s existing process consider how the app relates to your setting’s mobile phone policies</p> <p>communicate with staff about use of the app</p> <p>Guidance available here</p>	<p>infrequent</p>	<p>moderate</p>	
--	--	--	-----------------	---	-------------------	-----------------	--

	Testing provision in schools.			Primary pupils will not be tested			
--	-------------------------------	--	--	-----------------------------------	--	--	--

13	<p>Poor Management of confirmed Covid19 cases leads to an increase risk of the virus being spread which could lead to anxiety within the community</p>	Pupils and staff	Critical	<p>Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>School should contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.</p> <p>The health protection team will contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school’s call to the PHE local health protection team.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>A template letter will be provided to schools, to send to parents and staff if needed.</p>	infrequent	Moderate	
----	---	------------------	----------	--	------------	----------	--

			<p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.</p> <p>They should get a test, and:</p> <ul style="list-style-type: none">if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Schools will have active engagement with NHS Test</p>			
--	--	--	--	--	--	--

and Trace, and appoint a member of staff to liaise

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Schools will make a list of all persons who the affected person has been in contact with, these pupils are to be monitored for symptoms throughout the following two weeks.

What to do if a pupil, staff member or visitor is displaying symptoms of covid19;

- Notify the Principal immediately
- Avoid touching anything
- Move person to separate room and contact parents if appropriate, for immediate collection
- If a staff member needs to stay with them then they must remain 2m away.
- If personal care needs are required then appropriate PPE (gloves, apron and face mask) should be available for use by the member of staff with them in these circumstances.
- Follow guidance on safe fit, use, removal and disposal of PPE and RPE.
- If a staff member shows symptoms they must go home immediately.
- All other persons are to maintain a safe distance from affected individual.
- If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected.
- They must then follow the guidance on self-

				<p>isolation and testing.</p> <ul style="list-style-type: none">• They must not return to school until their period of self-isolation has been completed or if negative test result and they are well. <p>A list of all persons who the affected person has been in contact with should be made, and these are to be monitored for symptoms throughout the following two weeks</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p>			
--	--	--	--	---	--	--	--

13	Attendance Expectations Lack of attendance resulting in falling further behind and a risk of lack of education.	Pupils	Moderate	<p>In March it was made clear that no parent would be penalised or sanctioned for their child's non-attendance at school. The situation has now changed.</p> <p>Schools to ensure parents and pupils are aware that attendance is mandatory from the 8th March 2021.</p> <p>The ability to issue sanctions such as fines for non-attendance will be reinstated.</p>	infrequent	low	
14	Cleaning Contamination through frequently touched surfaces Increased risk of contamination from infected surfaces	Pupils and staff Pupils and staff	high Critical	<p>Schools have put in place enhanced cleaning schedule to include;</p> <p>More frequent cleaning of rooms/shared areas used by different groups</p> <p>Cleaning frequently touched surfaces more often</p> <p>No need for different groups of pupils to have toilets allocated, but these areas should be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet</p> <p>Cleaning after a suspected or confirmed case of COVID-19 – What you need to know</p> <ul style="list-style-type: none"> • cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people 	rare rare	Low moderate	

				<ul style="list-style-type: none"> • wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning 			
15	Social Distancing			<p>It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, all adults should maintain 2 metre distance from each other, and from children.</p> <p>Minimising contact between people reduces transmission, maintain social distancing wherever possible.</p> <p>Schools will keep consistent groups (bubbles) separate and maintain distance between individuals where possible.</p>			
	Heightened transmission by interaction between bubbles	Pupils and staff	high		rare	Low	

	<p>Movement around school causing greater risk</p>	<p>Pupils and staff</p>	<p>High</p>	<p>All teachers and staff can operate across different groups in order to facilitate the school timetable.</p> <p>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care.</p> <p>Staff will where possible, maintain distance and remain at the front of the class.</p> <p>Movement around the school will be kept to a minimum, avoiding creating busy corridors, entrances and exits</p> <p>Schools to consider staggered break and lunch times, allowing time for surface cleaning between bubbles.</p>	<p>rare</p>	<p>Low</p>	
	<p>Staff not maintaining distance and causing greater risk of transmission</p>	<p>Pupils and staff</p>	<p>High</p>	<p>Staff will ideally maintain a distance of 2m from other adults and pupils</p> <p>Schools will make adaptations to staffroom to support distancing where possible.</p> <p>Staff must clean surfaces and equipment used as they finish</p> <p>Carry out emergency drills termly as normal, following social distancing as appropriate.</p>	<p>rare</p>	<p>Low</p>	

	Increased risk of transmission	Pupils and staff	High	<p>During an emergency evacuation people do not have to stay 2m apart if it would be unsafe to do so, but muster points should be socially distanced</p> <p>All people should be required to stay on site once they have entered and not leave unless absolutely necessary during the day to minimise potential of transmission of covid-19</p> <p>Staff meetings must be restricted to no more than 4 persons, and social distancing of 2 metres should be adhered to.</p> <p>If a meeting of more than 4 staff is required, they must be socially distanced and the meeting to last no more than 15 minutes.</p>	rare	low	
--	--------------------------------	------------------	------	--	------	-----	--

16	Catering						
	Increased risk due to none compliance	Pupils and staff	High	School kitchens/meal provision will be fully operational from the start of the autumn term. School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	rare	Low	
	Increased risk of transmission in dining hall/canteen	Pupils and staff	High	Where catering is provided on site cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.	rare	low	

				<p>Food displays should be protected against contamination by coughing, sneezing, etc.</p> <p>Food and drink should only be consumed in areas that can be suitably cleaned</p> <p>Hand washing facilities or hand sanitiser should be made available before entering a space where people eat and should be used again when leaving.</p> <p>Pupils should sit side by side and ideally all face in one direction when eating Drinking water should be provided with enhanced cleaning routines</p> <p>Payments should be taken by contactless methods wherever possible. Sue Brady Catering website open again – all payments are online</p> <p>Chairs and tables should be cleaning between each use children using own class chair and table where they will sit to eat their lunch</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of break/bubble, including chairs, door handles, vending machines and payment devices.</p> <p>Drinking water must be provided free of charge at all times to registered pupils on the school premises.</p>			
--	--	--	--	---	--	--	--

		Pupils and staff	moderate	<p>Schools should consider the most appropriate way to do this if, for public health reasons, pupils do not have access to water fountains.</p> <p>Schools should take steps to limit the use of single-use plastic water bottles.</p> <p>Schools should also continue to provide free school meals support for pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p>	infrequent		
18	School Uniform	Pupils	moderate	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Increased ventilation may make school buildings cooler than usual over the winter months. While schools will want to maintain the benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.</p> <p>Children may wear Burbage fleeces or plain navy fleeces in class on top of school jumpers to maintain thermal comfort.</p>	zero	No risk	

18	Contingency planning for outbreaks	Pupils and staff	Critical	<p>Process in the event of local outbreaks</p> <p>Government will provide more information on this process in due course.</p> <p>The Trusts deadline for contingency plans is 24 September.</p> <p>In local areas where restrictions have been implemented for certain sectors (from national direction), we anticipate that education and childcare will usually remain fully open</p> <p>to all, with the additional requirement that face coverings should be worn by staff and students in schools and colleges, from year 7 and above, outside classrooms when moving around communal areas where social distancing cannot easily be maintained (tier 1 onwards).</p> <p>The key aim being to retain as much face-to-face education and access to childcare as possible.</p> <p>Priority will be given to vulnerable children and children of critical workers for face-to-face provision in all cases.</p> <p>Tier 1 Involves schools remaining fully open</p> <p>Tier 2 asks secondary schools to adopt a rota system and further education (FE) colleges to limit on-site attendance, whilst all other settings, including alternative provision (AP) and special schools, remain fully open.</p> <p>Tier 3 requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised.</p> <p>Tier 4 goes further to limit attendance to just vulnerable</p>	rare	moderate	
----	---	-------------------------	-----------------	--	------	----------	--

				<p>children and young people and the children of critical workers at all settings, excluding AP and special schools</p> <p>Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply.</p> <p>See further government guidance here</p>			
--	--	--	--	---	--	--	--

20	Early years settings (Pre-School/Nursery)	Pupils and staff	High	<p>From 20 July, early years settings will no longer be required to keep children in small, consistent groups within settings.</p> <p>Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.</p> <p>All other protective measures should remain in place.</p> <p>Settings should try to be as flexible as possible for parents and carers who work shifts or atypical hours and especially for parents who are critical workers.</p>	rare	low	
		Further government guidance contained within Guidance for full opening: schools – published 02 July 2020					
	Staff Development	Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers will discuss and agree any changes to staff roles with individuals.					

Staff Deployment	It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit . DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.
Supporting Staff	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.
Staff Deployment	It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit .

Deploying support staff	The Education Endowment Foundation (EEF) has published guidance on making the best use of teaching assistants to help primary and secondary schools. When deploying support staff flexibly it is important that headteachers consider regulated activity and ensure only those who have the appropriate checks are allowed to engage in regulated activity. Full guidance is provided in part 3 of keeping children safe in education .
Recruitment	Recruitment should continue as usual. We recommend that schools continue to recruit remotely over the summer period. Interviewing remotely may be a new experience for many schools. The DfE teaching blog provides some information on the experience of implementing interviews remotely . When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks. We refer schools to part 3 of the statutory guidance keeping children safe in education . During the summer, safeguarding checks can be carried out remotely as set out in coronavirus (COVID-19): safeguarding in schools, colleges and other providers
Supply teachers and other temporary or peripatetic teachers	Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.
ITT Trainees	This is not intended to be exhaustive and ITT partnerships will need to ensure they have identified and comply with all legislation and guidance relevant to ITT.

	Staff leave	The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK . As would usually be the case, staff will need to be available to work in school from the start of the autumn term
	Other support	Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education . Under
	Curriculum expectations	<p>Key principals that underpin government advice on curriculum planning are:</p> <ul style="list-style-type: none"> • education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

Informed by these principles, DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021

Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.

Aim to return to the school's normal curriculum in all subjects by summer term 2021.

Plan on the basis of the educational needs of pupils

Develop remote education so that it is integrated into school curriculum planning

Specific points for early years foundation stage (EYFS) to key stage 3
Specific points for Key Stages 4 and 5

When planning **music provision**, schools should consider additional specific safety measures. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.

- **Singing, wind and brass playing** should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences).
- **Social Distancing** –schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.
- **Seating** - Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.
- Use **microphones** where possible or encourage singing quietly.
- Avoid **sharing equipment** wherever possible, if shared disinfect regularly (including cases, handles, chairs etc), and as always between users. Instruments should be cleaned by the pupils using them, where possible
- **Limit the handling** of music scores, parts and scripts where possible

Remote Learning Expectations. Updated in full opening: schools guidance 21 October 2020, available [here](#)

Although attendance will be mandatory from 8th March, schools will still be required by law to provide remote education to any pupils who need to continue to learn from home.

This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield," the guidance states.

		All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.
	Catch-up support	Government have announced a package worth £1 billion to ensure that school have the resources they need to help all pupils make up for lost teaching time, with extra support for those that need it most. Government will set out how this funding will be distributed between individual schools shortly.

	<p>Whilst headteachers will decide how the money is spent, the Education Endowment Foundation has published guidance on effective interventions to support schools.</p> <p>Alongside this universal offer, we will roll out a National Tutoring Programme, worth £350 million, which will deliver proven and successful tuition to the most disadvantaged and vulnerable young people.</p>
Pupil wellbeing and support	<p>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. See DfE - Supporting pupil and student mental wellbeing for</p>
Behaviour expectations	<p>Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. Further details are available at Behaviour and discipline in schools.</p>
Inspection	<p>For state-funded schools, routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils.</p>
Primary assessment	<p>We recognise that pupils will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that we know the impact of coronavirus (COVID-19) on this cohort of pupils nationally, and can give support to schools that need it the most.</p> <p>We are, therefore, planning on the basis that statutory primary assessments will take place in summer 2021.</p>
Exams	<p>For the summer 2021 exams, we recognise that pupils in years 11 and 13 will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. It is vital that these pupils are able to catch up and access exams that lead to the qualifications they need to progress. We are, therefore, planning on the basis that GCSEs and A levels will take place in summer 2021 but with adaptations, including those which will free up teaching time. Ofqual will launch a consultation on proposed adaptations to exams shortly.</p> <p>There will also be an exam series taking place in autumn 2020. Following the cancellation of summer 2020 exams, the exam boards will be providing students with calculated grades (except in some exceptional cases) this summer, which students will use to move onto their next step.</p>

	Immunisations	As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. These programmes are essential for children's health and wellbeing and can also provide benefits for staff
--	---------------	---

The risk assessment takes into account the revised list of most common symptoms to look out for as updated on the 03 July 2020 as follows:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

This guidance has been written with reference to:

Guidance for full opening: schools – published 02 July 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Minimise contact and maintaining distance – examples from practice

<https://unitedlearning.org.uk/portals/0/unitedthinking/Examples%20of%20protective%20measures.pdf?ver=2020-07-03-192023-697> Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak – updated 2 July 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus>

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 – updated 7 July 2020 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Managing school premises during the coronavirus (COVID-19) outbreak – updated 07 July 2020 <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

COVID-19: cleaning in non-healthcare settings – updated 15 May 2020 <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> Coronavirus (COVID-19): implementing protective measures in education and childcare settings Updated 1 June 2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Likelihood	Severity		1 Very Low	2 Low	3 Moderate	4 High	5 Critical
	Imminent	5	Low	Moderate	High	Critical	Critical
	Frequent	4	Low	Moderate	High	High	Critical
	Occasional	3	Very Low	Low	Moderate	High	High
	Infrequent	2	Very Low	Very Low	Low	Moderate	Moderate
	Rare	1	Very Low	Very Low	Low	Low	Moderate

Definition		
Critical	Death, major injuries or ill health causing long term disability or absence from school/work	Stop Activity!
High Risk	Injuries or ill health causing short term disability or absence from school/work	Action must be taken to reduce risk before proceeding
Moderate Risk	Injuries or ill health causing no significant long term effects	Implement all additional precautions
Low Risk	Not likely to result in injury or ill health	Monitor and review on a regular basis

Very Low Risk	Monitor and review on a regular basis
---------------	---------------------------------------

I confirm that the above is a suitable and sufficient risk assessment based on current information.

The risk assessment will be reviewed on a regular basis and whenever anything relevant changes.

All relevant parties will be informed of the outcomes of this risk assessment.

Completed by Principal / Headteacher		Date: 2 nd March 2020
Name	 Mrs Zoe Garbutt	
Assessed By:		Date:
Sign		
CEO Approval		Date:
Sign		
Date of Review		