

COVID -19 School Risk Assessment

Steeton Primary School

Date: 3/3/21

Introduction

Schools should be mindful in their planning that the government guidance says that schools will only re-open providing the five key tests set by government justify the changes at the time, including that the rate of infection is decreasing. The five key tests are:

- The NHS is able to cope and has capacity needed
- There is a sustained and consistent fall in the death rate
- The rate of infection is decreasing to manageable levels
- Ensuring supply of tests and PPE can meet future demand
- Being confident any adjustments would not risk a second peak that would overwhelm the NHS

The government guidance says that they are asking school, colleges and childcare providers to plan on this basis, ahead of confirmation that these tests are met. They say that with further progress, schools may be able to welcome back some children from the week commencing 1 June 2020.

This planning guidance is intended to help schools in its initial risk assessment to ensure that the school is ready for some pupils from 1 June at the earliest. We are intending to produce further guidance based on the good practice in schools that has been shared with us. This first document is to support schools in planning for the first phase of wider opening and childcare settings.

The key questions the school or setting needs first to ask are:

- How many pupils are likely to return to school on the day identified by the school for re-opening?
- How many staff will be able to return to school to work with the children?
- How much space is required in classrooms and other spaces to ensure that social distancing can be maintained effectively to keep pupils and staff safe?

All other planning will follow from these three key questions.

This risk assessment is to support schools in assessing risks associated with opening to wider cohorts of children during COVID-19. Schools need to consider all local and national guidance, guidance indicated in this document is correct at the date of issue, schools will need to ensure they are aware of changes in guidance and should respond accordingly. You must consider how you safely deliver provision to children within your community. Each school community has different and varying needs and you should consider what you already know and evidence the safest response for children within your school.

Signature of the responsible officer in school

k Wheeler



I confirm that I have read this document and

will ensure that the control measures are undertaken.

Date: Updated 3/3/21

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RA- Risk Assessment

IHCP- Individual Health Care Plan

EHCP- Education Health Care Plan

CYP- Child Young Person

MOS- Member of staff

CV19 - COVID-19

RAG - Red Amber Green, RAG Rating

PEP - Personal Evacuation Plan

PPE - Personal Protective Equipment

Notes to assist with Risk Assessment completion

Schools and settings should take account of all local and national guidance in relation to COVID-19 and education settings and update relevant parts as a result of new guidance issued

Use section B1 to make reference to any relevant documents which should be considered in line with these risk assessments. It also has links to current guidance which you will need to keep updated

B2 allows schools and settings to consider what capacity in resources they have to implement the ask of the government to increase numbers of children accessing school

B3 explains RAG rating . You should RAG rate the risk before control measures are implemented and again afterwards. Control measure should, in most instances, reduce the identified risk. For each identified risk you should consider the likelihood of the instance happening and the impact of harm if it does.

Each of the tabs C1- C16 should be an appendix to **existing** policies, procedures and risk assessments that schools will already have in place for each identified area.

D1 and D2 should provide a response to confirmed and suspected COVID case and links to arranging testing guidance

E1 Contains useful contact information

F1 and F2 contain the referral information for testing for school staff who are symptomatic. This should be used in conjunction with the guidance issued alongside this document

Name of the school: Steeton Primary School

Headteacher: Kevin Wheeler

Chair of Governors: Sue West

This is RA Version: 4

And has been undertaken by: Kevin Wheeler HOS/ John Cooper EH

On the following date: 30/11/20

The RA review date is: 18/12/20

Location of other documents not held in the RA

The below is to list other key documents that may be relevant to be read in conjunction with this risk assessment. (Example documents: First Aid Policy, Fire Safety, COSHH, Premises Management, Child Protection and Safeguarding Policy, Staff Well-being Policy, Bereavement

Document	Location	Review Date
First Aid	Policy Drive	01/09/20
fire safety	Policy Drive	01/09/20
CosHH	Policy Drive	01/09/20
Premises management	Policy Drive	01/09/20
Child Protection	Policy Drive	01/09/20
Safeguarding	Policy Drive	01/09/20
Staff well being	Policy Drive	01/09/20
Attendannce	Policy Drive	01/09/20
Bereavement	Policy Drive	01/09/20
Accessibility	Policy Drive	01/09/20

Relevant guidance

[Guidance for full opening: schools](#)

[Guidance for full opening special schools and other specialist settings](#)

[Covid 19: guidance for households with possible coronavirus infection](#)

[Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\) guidance.](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

Blank table area for additional relevant guidance links.

Risk rating

		Likelihood of occurrence		
		Likely (3)	Possible (2)	Unlikely (1)
Likely impact	Extremely Harmful (3)	Unacceptable	Substantial	Moderate
	Harmful (2)	Substantial	Moderate	Acceptable
	Slightly Harmful (1)	Moderate	Acceptable	Trivial

<p>Unacceptable Action must be taken immediately to reduce risk. External, professional advice should be sought to mitigate and alleviate the prescribed risks of harm</p>	<p>Substantial Further action should be taken immediately to reduce the risk of harm. Setting may wish to engage the services of external professionals.</p>	<p>Moderate If it is reasonably practicable to do so then additional controls should be put into place to further reduce the risk.</p>	<p>Trivial and Acceptable No action is required for the risk rating. All documents should be kept for future reference.</p>
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Area of concern: Policies and procedures

Consider all policies and procedures relevant to the day to day running of your school and whether an appendix should be added in the context of COVID-19. Ensure policies are revisited with staff and any additions and changes are highlighted.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required	Links to relevent policies
Policies do not reflect unprecedented Covid 19 Pandemic	Red	Annex to Policies including Key Actions and this updated RA	Green	SLT	Apr-21	Update specific EYFS RA to reference this RA	Staff Training Wednesday 2nd September 2020	
	Yellow	Staff to read COVID risk assessment, Implementing protective measures in education and childcare settings, Key List actions, Coronavirus risk assessment, Emergency Plan Guidance for full opening	Green	SLT	Apr-21		Staff Training Wednesday 2nd September 2020	
	Yellow	Planned training day before school re-opens to bring staff up to date with procedures to be implemented	Green	SLT	Apr-21		Zoom Meeting with Staff 2/3/21	
Shared with	Yes, N/A							
Governors					Mar-21	Policy, document or risk assessment links		
SLT				Mar-21				
Teaching Staff				Mar-21				
Support staff				Mar-21				
All staff				Mar-21				
Parents				Mar-21				
Children (child friendly version)				Mar-21				

Area of concern: Site safety

Staff arrival, children's arrival and numbers of entrances open (think about security and social distancing), visible guidance (lines on playgrounds, signs etc), start and finish times

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Staff, pupils, parents and visitors can enter the site safely and are aware about the social distance rules.	Amber	Staff enter school via the main entrance. Staff will use Social Distancing guidance when moving around the school site. All Teaching and TA staff on site ready to start for 8:30am. Staff will not enter classrooms outside their bubble. Staff to exit buildings before 3:30pm to allow fogging/cleaning procedure. Library /Green Room to be used for physical planning meetings/marketing in phases using Social Distancing guidelines. Only 4 members of staff per room at a time. No time restriction Monday - Thursday. No physical whole staff meetings/training as unable to secure Social Distancing in limited space. Kitchen staff use Kitchen entrance.	Green	SLT	12/04/2021		
	Amber	Each phase bubble enters/ exits school using their own entrance. See Bubble Plan and are escorted to their classrooms. Class bubbles kept separate once on school premises	Green	SLT	12/04/2021	Stay as a whole bubble of 2 classes. New Plum class Bubble created for 16 Yr1 children in main building	
	Amber	Signs for the one way system and 2 metre distance lines have been marked around the school grounds and buildings where appropriate.	Green	SLT	12/04/2021		
	Amber	Parents are not allowed on school premises unless permission granted by SLT in exceptional circumstances(They will be informed of Social Distancing guidance and expectations)and will leave and collect children from the allocated gates under staff supervision.To fill in Covid Contact Form	Green	SLT	12/04/2021	Reception Parents stay off the premises. Same arrangement for all Year groups.	
	Amber	Only essential visitors will be allowed in school by appointment (unless emergency services/Social Care) and will be informed of Social Distancing guidelines and expectations. To fill in Covid Contact Form	Green	SLT	12/04/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Mar-21					
SLT		Mar-21					
Teaching Staff		Mar-21					
Support staff		Mar-21					
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Children (child friendly version)							

Area of concern: Electrical supply, systems and equipment

If all or part of your site has been closed, ensure you revisit all policies and procedures in relation to supply, systems and equipment. Some equipment may need to be moved or removed to reduce risks in relation to infection control. Consider safe storage of items moved

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Site Maintenance / Equipment Safety	Amber	Site Manager has been on site throughout lockdown and has continually assessed risks of electrical supply/systems and equipment - all inspections have been carried out throughout lockdown and will continue	Green	SLT/ES	12/04/2021	
PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Amber	Check with Eric/Checked 20/5/20 Due but 6 month window(Completed June21)	Green	SLT/ES	12/04/2021	
Staff Room Kitchen Facilities	Amber	Close down Staff Kitchen. Staff eat in dining room/own room. Revised 15/6/20 Staffroom to be used for planning	Green	SLT	12/04/2021	
Removal of equipment to reduce risks in relation to infection control	Amber	Soft furnishings and unnecessary equipment removed in June 20	Green	SLT/All staff	12/04/2021	
Shared with	Yes, N/A	Date shared				
Governors		Mar-21				
SLT		Mar-21				
Teaching Staff		Mar-21				
Support staff		Mar-21				
All staff		Mar-21				
Parents		Mar-21				
Children (child friendly version)						

Area of concern: Heating and ventilation

Consider use of heating and air conditioning systems and seek guidance on potential risks of use and infection control. Consider Government guidance on ventilation across all areas of the school where children and staff will be.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Gas supplies including Boilers and kitchens		Site Manager has been on site throughout lockdown and has continually assessed risks of heating all are serviced up to date and will continue.		SLT//ES	12/04/2021	
Ventilation systems including LEV in kitchens and classrooms		Site Manager has been on site throughout lockdown and has continually assessed risks of heating/air conditioning systems - all are serviced up to date and will continue.		SLT//ES	12/04/2021	
Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		Testing done and passed 12/6/20 and will continue as scheduled		SLT//ES	12/04/2021	
Poor ventilation in enclosed spaces can enhance potential infection spread		Windows to be open in classrooms /dinner Hall / meeting rooms as much as possible throughout the day		SLT/ES/All staff	12/04/2021	
Shared with	Yes, N/A					Date shared
Governors						Mar-21
SLT						Mar-21
Teaching Staff						Mar-21
Support staff						Mar-21
All staff						Mar-21
Parents						Mar-21
Children (child friendly version)						Mar-21

Area of Concern: Fire safety
 Consider fire procedures including evacuation. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during reevacuation if there is a risk of fire. Ensure a fire evacuation procedure is planned, explained and practiced as soon as school reopens.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Faulty Alarm Systems		Operational checks (to ensure good working order) to be carried out on : ongoing Annual Service w/b 7/9/20		ES	12/04/2021	
		Fire alarms/smoke alarms/panic and accessible-toilet alarms. Ongoing		ES	12/04/2021	
		Fire-door mechanisms		ES	12/04/2021	
		Emergency lighting		ES	12/04/2021	
Evacuation Plan does not take into account Social Distancing		Updated Evacuation Plan taking into account Social Distancing including re entry to buildings and practiced 2 x weekly (to be reviewed). Staff Training before school reopens.(Issue if some entry/exit points needed for Social Distancing are blocked due to emergency)The Fire Drill Procedures are in each room and staff should make themselves aware of the guidelines and their nearest fire exit.		KW/CR/ES	12/04/2021	
Fire Drill		Staff will be informed(and children) when fire drill will take place in order to complete within Social Distancing guidelines. Fire Drill took place on 20/10/20. Need to reappoint lining up places for each class to maintain SD.		KW/CR/ES	12/04/2021	
Shared with	Yes, N/A				Date shared	
Governors					Mar-21	
SLT					Mar-21	
Teaching Staff					Mar-21	
Support staff					Mar-21	
All staff					Mar-21	
Parents					Mar-21	
Children (child friendly version)						

Area of concern: Invacuation and lockdown

Consider procedures around invacuation and lockdown. Provide guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during these situations. Provide guidance to children and visitors.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Staff and pupils have to follow invacuation and lockdown procedures, meaning they are isolated in a classroom together for an extended length of time.		Social distancing measures should be adhered to where possible. If the school goes into lockdown or invacuation, it is imperative that all policies and procedures linked to the Emergency Plan stay in place and are followed. See Appendix 'Emergency Plan. Need to reappoint lining up places for each class to maintain SD.		KW/CR/ES	12/04/2021	

Shared with	Yes, N/A	Date shared
Governors		Mar-21
SLT		Mar-21
Teaching Staff		Mar-21
Support staff		Mar-21
All staff		Mar-21
Parents		Mar-21
Children (child friendly version)		

Area of concern: Cleaning

Use Government guidance in respect of cleaning to reduce risk of infection spread. Revisit relevant policies and consideration of additional training for staff.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
The risk of infection spreading amongst staff, pupils and parents due to cleaning guidance not being followed.		Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings' and Key Action List section 'Protective measures and hygiene' See appendix		SLT/SITE Manger	12/04/2021	Fogged daily as per other classrooms
		Enhanced cleaning schedule		SLT/SITE Manger	12/04/2021	
		All classrooms to be cleaned down at lunch time , as well as at the end of the day using designated lunch time staff.		SLT/SITE Manger	12/04/2021	
		High traffic areas to be identified and cleaning lists to be added to classrooms		SLT/SITE Manger	12/04/2021	
		All staff are to be trained and responsible for enhanced cleaning		SLT/SITE Manger	12/04/2021	
		Additional supplies to be ordered		SLT/SITE Manger	12/04/2021	
		Pupils and staff to wash hands/use sanitizer on entry, break, lunch, afternoon break and home time		SLT/SITE Manger	12/04/2021	
		Each phase will use own toilet block except Rowan who will use same toilets a yR5/6		SLT/SITE Manger	12/04/2021	
		Site manager/trained cleaner to use a fogger to disinfect all class rooms /toilet blocks/cloakrooms/dining hall at the end of every day.		SLT/SITE Manger	12/04/2021	
		Extra Deep Clean Friday pm All rooms including offices		SLT/SITE Manger	12/04/2021	
		Each room cleaned every morning as per current cleaning schedule.		SLT/SITE Manger	12/04/2021	
		Equipment (eg Maths weighing scales) to be used by another bubble t0 bre left on floor in classroom to be fogged. Otherwise if to be used the same day to be wiped down with sanitizer.		SLT/SITE Manger	12/04/2021	
		All shared equipment ie photocopiers/ guillotine to be wiped down with sanitizer after use		SLT/SITE Manger	12/04/2021	

Shared with	Yes, N/A	Date shared
Governors		Mar-21
SLT		Mar-21
Teaching Staff		Mar-21
Support staff		Mar-21
All staff		Mar-21
Parents		Mar-21
Children (child friendly version)		

Area of concern: Infection control						
Should be considered in conjunction with all other relevant risk assessment and policies such as cleaning, social distancing						
Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years
Poor Hygiene practices by Children: 1. hand washing	Red	1. Hand sanitizer available in all classrooms and toilets and on entry to each bubble. 2. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. 3. Washing hands posters replaced in all washing areas 4. Reminders how to wash hands properly – videos and posters 5. Procedure agreed for children to wash hands so thorough hand washing	Green	SLT/ Site management	12/04/2021	
2. Spreading virus through Talking, Coughing and Sneezing	Red	1. Social distancing required to be in place as much as possible, with everyone in school encouraged to observe this and demonstrate their care for one another. 2. Catch it, Bin it, Kill it. Information spread to school through posters and message to everyone on school site. 3. Catching a cough or sneeze in the crook of the arm demonstrated to all on the school site if a tissue is not available. 4. Tissues in classrooms available for everyone.	Green	SLT/ Site management	12/04/2021	
Lack of Hygiene resources for staff.	Red	Ensure have appropriate pre ordered resources	Green	SLT/ Site management	12/04/2021	
Staff Training	Red	Ensure all staff are trained using the Government guidance 'Implementing protective measures in education and childcare settings' Key Action List section 'Protective measures and hygiene' and Coronavirus risk assessment 'Spread of infection' See appendix	Green	SLT/ Site management	12/04/2021	
Lunch Time	Red	Lunch will be eaten in the hall The tables and chairs will have to be cleaned down after each bubble has used it.	Green		12/04/2021	
Bubbles	Red	Staff and children remain in Class Bubbles as from 8/3/21 when in school including separate playtimes. No crossing of bubbles by staff or children.	Green		12/04/2021	
Shared with	Yes, N/A				Date shared	
Governors					Mar-21	
SLT					Mar-21	
Teaching Staff					Mar-21	
Support staff					Mar-21	
All staff					Mar-21	
Parents					Mar-21	
Children (child friendly version)						

Area of concern: Social Distancing

Consider what measures need to be taken to implement this across the school day. For example, staggered social times, children and staff working in 'pods', one way systems, entrances and exits.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Infection spreads between staff, children and parents due to social distancing measures not being followed	Red	Read, Adhered to and implemented Government guidance on 'Implementing protective measures in education and childcare settings' See appendix	Green	SLT	12/04/2021		
	Red	Designated gates for drop off/pick up	Green	SLT	12/04/2021		
	Red	Lunch will be eaten in the hall The tables and chairs will have to be cleaned down after each bubble has used it.	Green	SLT	12/04/2021		cleaning materials
	Red	Break and lunch times to be staggered and each class has its own area to play in. Muga/Upper Bottom Playground/Top Playground/Plum Playground/Library Square	Green	SLT	12/04/2021		
	Red	Lunch staggered over two hours 4 X45 min slots in bubbles. With Yr5/6 eating in classrooms allows ten minute intervals between class bubbles in other phases in the dining hall.	Green	SLT	12/04/2021		staff training
	Red	Break times staggered over morning and afternoon. One class per area.	Green	SLT	12/04/2021		
	Red	Staff area to be used in year group bubbles. Areas to be cleaned down after each bubbles use.	Green	SLT	12/04/2021		staff training
	Red	Signage for 2m distancing	Green	SLT	12/04/2021		signage
Staff Vulnerability	Red	Face visors, gloves and aprons to be supplied to all staff who would prefer to use them. Staff carrying out intimate care procedures and first aid across bubbles must wear above equipment.	Green	SLT	12/04/2021		PPE Equipment
Lack of social distancing Of parents wanting to enter playground in morning and afternoon for drop off/collection resulting in direct transmission of the virus to staff and other parents.	Red	Detailed letter of arrangements sent to parents. All gates supervised by staff.Reminders on parents newsletter.	Green	SLT	12/04/2021	Reception parents to use top gate and queue with 2m social distancing to drop children at the door.	
School Bus	Red	Out of our control. To discuss with YellowBus Co Risk Assesement sent to school. Afternoon service to begin 8/3/21	Yellow	SLT	12/04/2021	Children kept in hall in class bubbles until bus arrives	
Friday Afternoon Enrichment Activities	Red	Each of four groups to be kept in Phases. 2 groups in classrooms further broken down into class groups.Forest School and PE to be done outside or in class groups in hall and classroom. All staff to keep social distanced or /and wear PPE. Lunch to be eaten outside or in classroom.	Green	SLT	12/04/2021	Children kept in class bubbles and escorted to Group for lunch by Class Teacher	
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Mar-21					
SLT		Mar-21					
Teaching Staff		Mar-21					
Support staff		Mar-21					
All staff		Mar-21					
Parents		Mar-21					
Children (child friendly version)							

Area of concern: Pupil Wellbeing

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Staff training/guidance on emerging themes around pupil wellbeing.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Emotional distress of the children		1. Children to have class teacher and LSA where possible. 2. Children's mental well being is the priority on the return to school. Activities and work provided will support and encourage all children. 3. Staff to quickly identify pupil needs and use CPOMS to record and identify support 4. Identify internal, LA and Outside Agency support where required		SLT / Inclusion Manager	12/04/2021		
		Use PSHE resources to provide guidance and support for all children		SLT / Inclusion Manager	12/04/2021		
		Discreet PSHCE lessons		SLT / Inclusion Manager	12/04/2021		
		Zoom Assemblies by SLT		SLT / Inclusion Manager	12/04/2021		
A pupil falls ill on site		Ensure all staff are trained using the Government guidance 'Guidance for full opening- schools' Key Action List sections 'Protective measures and hygiene & Pupil Wellbeing' and Coronavirus risk assessment. See appendix		SLT / Inclusion Manager	12/04/2021		
		Put pupil in isolation with a member of staff PPE equipment will be provided and will be kept in a central place for each class. See Appendix Coronavirus risk assessment 'Ill health'		SLT / Inclusion Manager	12/04/2021		
		The area where the child(ren) has been will be thoroughly cleaned.		SLT / Inclusion Manager	12/04/2021		
		If pupils are showing symptoms of the virus- they will be sent home along with their siblings and asked to take a coronavirus test.		SLT / Inclusion Manager	12/04/2021		
		If someone tests negative, if they then feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.		SLT / Inclusion Manager	12/04/2021		

		<p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must 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 should continue self-isolating for the full 14 days.</p>		SLT / Inclusion Manager				12/04/2021
		<p>In the even of a positive test: The health protection team 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.</p>		SLT / Inclusion Manager				12/04/2021
		<p>The health protection team will work with schools in this situation to guide them through the actions they need to take. 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 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p>		SLT / Inclusion Manager				12/04/2021
		<p>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)</p>		SLT / Inclusion Manager				12/04/2021
		<p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p>		SLT / Inclusion Manager				12/04/2021
		<p>travelling in a small vehicle, like a car, with an infected person</p>		SLT / Inclusion Manager				12/04/2021
		<p>In the even of a positive case of the virus and on instruction from the Public Health England the class enrichment group that the positive case from will have to self isolate for 10 days</p>		SLT / Inclusion Manager				12/04/2021

		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. 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:	SLT / Inclusiuon Manager	12/04/2021		
		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.	SLT / Inclusiuon Manager	12/04/2021		
		if the test result is positive, they should inform their setting immediately, and should 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection	SLT / Inclusiuon Manager	12/04/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links			
Governors		Mar-21				
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Children (child friendly version)						

Area of concern: Staff Wellbeing

Consider current policies and procedures. Up to date resources specifically designed for COVID-19. Additional support for staff who are shielding. School leaders, supervision and support.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
All staff need to be trained in changes to schools policies and procedures		All staff to attend training Tuesday 3rd March by Zoom		SLT/Govs	12/04/2021		Staff training, cleaning equipment, PPE equipment
Staff fall ill in school		Ensure all staff are trained using the Government guidance 'Guidance for full opening - schools' Key Action List sections 'Protective measures and hygiene & Staff' and Coronavirus risk assessment. See appendix		SLT/Govs	12/04/2021		
		Staff member to be sent home to isolate, take a test. If negative return to work as advised PHE if positive inform SLT who will inform PHE and act on advice given.		SLT/Govs	12/04/2021		
		All areas of school where the staff member has been will be cleaned before being used again.			12/04/2021		
Staff work load and expectations		PPA to be on Friday PM for all teaching staff		SLT/Govs	12/04/2021		
		Flexible working hours due to possible childcare issues.		SLT/Govs	12/04/2021		
		Negotiate with staff Lunchtime and playtime cover		SLT/Govs	12/04/2021		
		Negotiate with support staff change of time to start earlier in the morning with time off Friday afternoon		SLT/Govs	12/04/2021		
Staff Mental Health		Regular check up with staff by SLT.		SLT/Govs	12/04/2021		
Staff Vulnerability		Face visors, gloves and aprons to be supplied to all staff who ARE INSTRUCTED TO USE THEM IN SHARED AREAS AND ADVISED TO USE THEM IN CLASSROOMS AND ESPECIALLY DURING CLOSE CONTACT/1:1 WITH CHILDREN.. Staff carrying out intimate care procedures and first aid across bubbles must wear above equipment.			12/04/2021		PPE Equipment
Staff Meetings (Ensure no unnecessary meetings that can cause worry/stress to staff		Library /Green Room to be used for physical planning meetings in phases using Social Distancing guidelines.Only 4 staff members per room. No time restriction Monday - Thursday. No physical whole staff meetings/training as unable to secure Social Distancing in limited space.		SLT	12/04/2021		
Lateral Flow Testing		Staff provided with Lateral Flow Tests and advised to take them twice weekly		SLT	12/04/2021		
					12/04/2021		
					12/04/2021		
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					12/04/2021		
					12/04/2021		
					12/04/2021		

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors		Mar-21	
SLT		Mar-21	
Teaching Staff		Mar-21	
Support staff		Mar-21	
All staff		Mar-21	
Parents		Mar-21	
Children (child friendly version)		Mar-21	

Area of concern: Parent and family Wellbeing

Consider virtual communication. Communicating with Parents about how they can seek support differently (used to come into school office / drop off points)

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Parents do not understand how different operating conditions of school will be. Parents do not understand can not enter school	Red	Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection) including: Discuss plan with chair of gvs for approval 3/3/21 • Communicate full guidance to parents on 23 March 2021 • Remind parents of contact with school for support and queries (School Phone, email) Update parents to all changes to bubbles/times of school day etc. Confirm details with parents who signed up for Friday afternoon enrichment activities	Green	SLT	12/04/2021		
If working from home not safe for staff to use own phones to contact parents	Red	Use ZOIPER so can use school phone system remotely, SLT to be given a school mobile. Ideally staff to contact parents using ping and email and to deliver remote learning over Zoom.	Green	SLT/	12/04/2021		ZOIPER
Communication from Sept 20	Yellow	All school communication is sent out using school PING.	Green	SLT	12/04/2021		
	Yellow	Children who are being kept off school due to parental choice regarding Covid but against DFE directive. School will work with these families to get the children back to school ASAP or follow DFE/LA absence procedures (Possible fining)	Green	SLT	12/04/2021		
	Yellow	Families that can not be contacted are to be followed up with a home visit by SLT/IWO	Green	SLT	12/04/2021		
	Yellow	Families that do not have access to PING will be contacted by the school office or IWO by phone and notify of school changes.	Green	SLT	12/04/2021		
	Yellow	All payments to school will now be through ParentPay	Green	SLT	12/04/2021		
Parents needing to come into school office	Yellow	Parents reminded that in the first instance no parents to be allowed on the premises from September. Contact by phone with possibility of arranging social distanced meeting or zoom call. Parents allowed in to meet with staff in exceptional circumstances at the discretion of SLT. Parents are not allowed on school premises unless permission granted by SLT in exceptional circumstances (They will be informed of Social Distancing guidance and expectations) and will leave and collect children from the allocated gates under staff supervision.	Green	SLT	12/04/2021		

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors		Mar-21	
SLT		Mar-21	
Teaching Staff		Mar-21	
Support staff		Mar-21	
All staff		Mar-21	
Parents		Mar-21	
Children (child friendly version)			

Area of concern: Access to learning

Children on site and children off site, SEN and vulnerable children. Meeting learning needs, plans for learning, curriculum access

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
What returning support is available for vulnerable and/or disadvantaged children (including any dual-registered students)		One to one allocated support allocated to them on return. Use PPE where advised.		SLT/Inclusion Officer/Senco	12/04/2021		
Curriculum Access		One to one allocated support allocated to them on return. Use PPE where advised.		SLT/Inclusion Officer/Senco	12/04/2021		
Put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.		SENCO, Inclusion Officer and SLT will work closely with families' and one to one support staff allocated as needed. Update risk assessment for September		SLT/Inclusion Officer/Senco	12/04/2021		
					12/04/2021		
Contact with Parents of children not returning to school		Phone calls from school		SLT/Inclusion Officer/Senco	12/04/2021		
Home Visits		Last resort using Social Distancing Guidelines		SLT/Inclusion Officer/Senco	12/04/2021		
Pupils accessing full curriculum learning on site		Pupils will be taught in their usual classes. Each class will become a bubble based on maths groups. All other subjects taught by class teacher. No movement between classes by children or staff. Designated teacher and support to each class.		SLT/ ALL STAFF	12/04/2021		
Pupils not accessing the curriculum in the event of bubbles having to collapse		Staff and pupils will be trained in the use of zoom. Programme of zoom sessions set up for two week isolation see Programme Outline		SLT/ ALL STAFF	12/04/2021	EYFS to use an adapted model	

Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links
Governors		Mar-21	
SLT		Mar-21	
Teaching Staff		Mar-21	
Support staff		Mar-21	
All staff		Mar-21	
Parents		Mar-21	
Children (child friendly version)			

Area of concern: Safeguarding

Responsibilities in respect of safeguarding haven't changed, referral routes should remain the same.

Consider heightened risks to children in the context of COVID -19.

Inform any changes of provision arrangements to Social Workers to allow for a reassessment of risk.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Covid 19 not considered in original Policy		See annex to policy to cover Covid 19 especially around children not on site.		SLT	12/04/2021		
Pupil wellbeing may be of higher risk due to not attending school		Class teacher and all staff to look for signs of abuse and report immediately to DSL using existing protocol. All to be recorded on CPOMS.. All staff to have completed new safeguarding training before September. Usual referral protocol implemented.		SLT/IWO/ALL STAFF	12/04/2021		
Attendance		Ensure existing Attendance procedures are maintained.		SLT/IWO	12/04/2021		
Not knowing when children should return after absence for symptoms or Self Isolation		Maintain a Covid attendance register on a daily basis. Reason for absence. Start date of absence. Notified by? Action taken. Test results. Return date.		SLT/IWO	12/04/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors		Mar-21					
SLT		Mar-21					
Teaching Staff		Mar-21					
Support staff		Mar-21					
All staff		Mar-21					
Parents		Mar-21					
Children (child friendly version)							

Area of concern: Communication

How does communication need to change? Parents/children without IT access.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Not able to contact parents if not accessing Ping or emails	Amber	Monitor who has not seen ping messages. Phone calls from school and Primary T set up ZOIPER so staff can use school phone system remotely. Home visits.	Green	SLT/ Class teacher/ Admin/ IWO	12/04/2021		
Lack of communication to parents	Amber	All school communication is sent out using school PING and where possible on the website.	Light Green	SLT/ Class teacher/ Admin/ IL	12/04/2021		
Shared with	Yes, N/A		Date shared	Policy, document or risk assessment links			
Governors			Mar-21				
SLT			Mar-21				
Teaching Staff			Mar-21				
Support staff			Mar-21				
All staff			Mar-21				
Parents			Mar-21				
Children (child friendly version)							

Area of concern: Visitors on site

Managements of planned and unplanned visits to site

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Planned Visits:		Visitors must be inducted once they arriving on site. Site manager, , SLT to run through new procedures with before they can start work. This includes pre vist contact and health (Covid) form.		SLT/Site Manager/Ad min Staff	12/04/2021		
Visitor displaying symtoms of Coronavirus		Follow procedures in Anex D2		SLT/Site Manager/Ad min Staff	12/04/2021		
Risk of virus spreading from contaminated delivery items		Quarentine drop off area for deliveries and subsequent sterilising procedure. Delivery personel to follow Social Distancing guidelines		SLT/Site Manager/Ad min Staff	12/04/2021		
Parental vists		Parents are not allowed on school premises unless permission granted by SLT in exceptional circumstances(They will be informed of Social Distancing guidance and expectations)and will leave and collect children from the allocated gates under staff supervision.		SLT/Site Manager/Ad min Staff	12/04/2021		
Service Visits/ Educational Support Staff		Service personel Educational Support Staff to follow Social Distancing guidelines, handwashing and hygeine guidelines. Usual safeguarding procedures.		SLT/Site Manager/Ad min Staff	12/04/2021		
Unplanned Visits		Initially no access as per Safeguarding Procedures. Dynamic risk assessment taken to determine if visit can be allowed.		SLT/Site Manager/Ad min Staff	12/04/2021		
General Public		No access as per Safeguarding Procedures		SLT/Site Manager/Ad min Staff	12/04/2021		
Social Workers, Police etc		To follow Safeguarding Policy and Social Distancing guidelines		SLT/Site Manager/Ad min Staff	12/04/2021		
Shared with	Yes, N/A	Date shared	Policy, document or risk assessment links				
Governors	y	Mar-21					
SLT	y	Mar-21					
Teaching Staff	y	Mar-21					
Support staff	y	Mar-21					
All staff	y	Mar-21					
Parents		Mar-21					
Children (child friendly version)							

Area of concern: Travel to school

Consider advice to families: Walk to school where possible, households who don't live together shouldn't travel together in private vehicles, mitigation of risk, refer to system of controls.

Identified Risk	RAG	Control measures	RAG	Owner	Review date	Adaptations for Early Years	Additional resourcing required
Families choose understand the concerns around travel and are informed of how to reduce risks of infection.		School will ensure families are aware of the government guidance on traveling to school. This will be sent out to parents in a COVID 19 handbook		SLT	12/04/2021		
School Bus		Out of our control. To discuss with YellowBus Co Risk Assesment sent to school.		SLT	12/04/2021		
				SLT			
Shared with	Yes, N/A		Date shared	Policy, document or risk assessment links			
Governors			Mar-21				
SLT			Mar-21				
Teaching Staff			Mar-21				
Support staff			Mar-21				
All staff			Mar-21				
Parents			Mar-21				
Children (child friendly version)							

The System of controls **must** be followed to support prevention and response for schools

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

Prevention:

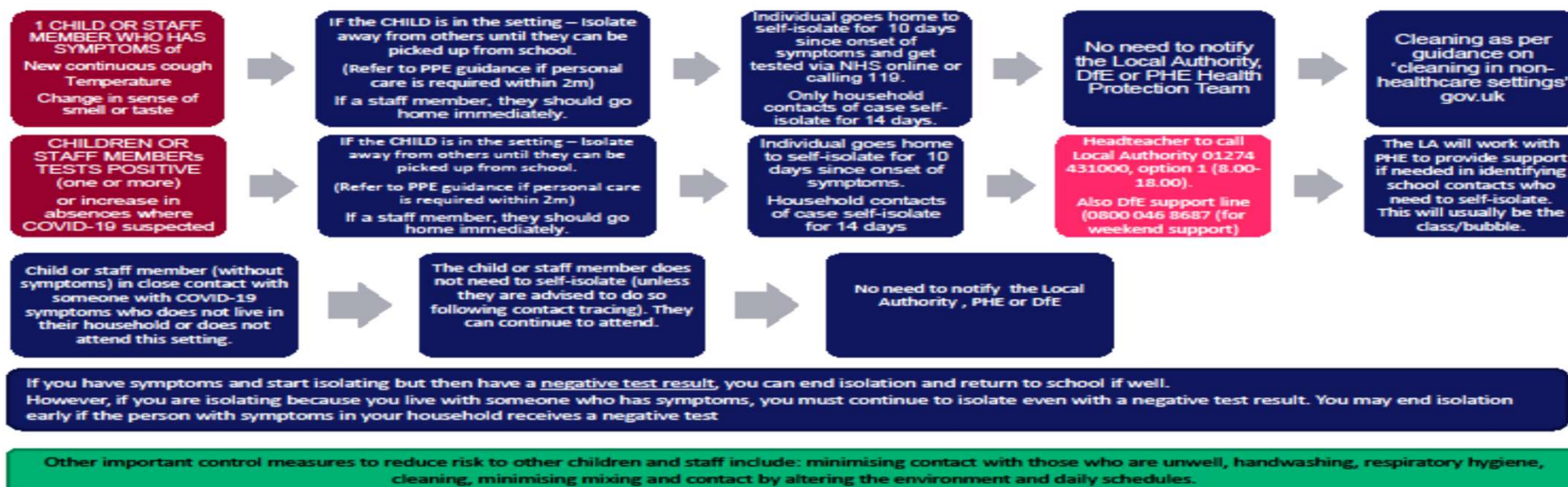
- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

- **Numbers 1 to 4 must be in place in all schools, all the time.**
- **Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.**

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

What to do if you have cases of COVID-19 in your school



Information required when you call the Local Authority and Health Protection Team

1. The name and address of the educational establishment .
2. The name and phone number of the head teacher.
3. The number of children, teachers and other staff members that have confirmed coronavirus (i.e. confirmed cases have tested positive for coronavirus).
4. The number of children, teachers and other staff members that have been sent home to isolate.
5. If you plan to close, or have already closed the school.

CONTACT DETAILS FOR LA

Name	Role	Email	Phone number
Danielle Wilson	Interim Strategic Manager, Education Safeguarding	danielle.wilson@bradford.gov.uk	07967 772544
Emma Hamer	Strategic Manager, Intelligence and Sufficiency	emma.hamer@bradford.gov.uk	7582102545
Jane Hall	Strategic Manager, SEND Transformation & Compliance	jane.hall@bradford.gov.uk	07971 577232
Lynn Donohue	Strategic Manager, Specialist Teaching and Support Service	lynn.donohue@bradford.gov.uk	07582 109266
Marium Haque	Deputy Director, Education and Learning	marium.haque@bradford.gov.uk	7970004628
Niall Devlin	Strategic Manager, SEN Assessment Team and Educational Psychology	niall.devlin@bradford.gov.uk	07971 757960
Rachel Phillips	Strategic Manager, Admissions	rachel.phillips@bradford.gov.uk	07582 100546
Sue Lowndes	Strategic Manager, School Standards and Performance	sue.lowndes@bradford.gov.uk	07773 221727
OTHER USEFUL CONTACT DETAILS			
	Health Protection Team	0113 3860300	
	Local Authority		
	Occupational Safety Team	occupational.safety@bradford.gov.uk	01274 431007
	Children's Initial Contact Point	childrens.Enquiries@bradford.gov.uk	01274 435600
	Emergency Duty Team	childrens.Enquiries@bradford.gov.uk	01274 431010
	Educational Psychology Team	ruth.dennis@bradford.gov.uk	01274 439444
	Education Safeguarding Team	EdSafeTeam@bradford.gov.uk	01274 437043
	FM school meals enquires	chris.morton@bradford.gov.uk	01274 433565
	PPE supply	www.gov.uk/guidancelocal-resilience-forums-contact-details#england	
	DFE COVID Support for schools		0800 0468687
	Edenred	https://www.edenred.co.uk/reward-recipients/Free-School-Meal-Vouchers/	
	Testing log in for Headteachers	portalservicedesk@dhsc.gov.uk	

STAFF TESTING REFERRAL FOR SYMPTOMATIC STAFF/FAMILY ONLY - FOR REFERRALS TO NATIONAL TESTING CENTRES PLEASE REFER TO SUPPORTING GUIDANCE

Date of Referral	Is person to be tested within first 1-4 days of symptoms? Yes/No <i>(If no worker is not eligible for test)</i>	Service Manager Name	Bradford Council Service Area or Commissioned Service Provider Name	Person to be tested Forename	Person to be tested Surname	Staff Member or Family Member with symptoms?	If Family/Household Member - Name of Key Worker & Job Title	Job Title of person to be tested	DOB of person to be tested	Car Registration on the day of Attendance <i>(if no vehicle provide home address in column O)</i>	Mobile Number of person to be tested	E-mail address of person to be tested	Comments e.g. Home address if no vehicle
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If you are collecting data from a family/household member of the key worker you must ensure that when obtaining the information you provide the person with an overview of this statement. You can read them this verbally over the phone or you can attach to an email where you have requested this data. This process must be followed to ensure we remain GDPR compliant "The Secretary of State for Health & Social Care has given notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 that the Council is required to process and share necessary health and social care data for the COVID-19 pandemic. This will involve the processing of personal data (such as name, address etc.) of individuals including in many cases sensitive, 'special category' personal data such as data relating to health information. Data protection law does not stand in the way of the provision of healthcare and the management of public health issues; therefore we take important considerations into account specifically for Coronavirus (COVID-19) when handling personal data in these circumstances, particularly health and other sensitive data. These measures will be proportionate and processed for specific purposes only. In some circumstances we would need to share information lawfully, without consent, if it is in the public or vital interests."

**Notes for completing the referral form*

It is really important that all details on the referral form are completed and all fields should be considered mandatory. The data being captured is critical to running the process as efficiently as possible and any missing information may result in delays in getting your key worker/family member tested.

It is also really important that the fields are completed correctly with the correct contact information for the person to be tested including email and phone number. Where you are submitting a family/household member for the test you must provide their details on the form and include the key worker name and job title

If your key worker or family/household member **does not have access to a household vehicle** and requires an alternative testing process please put "no vehicle" in field that asks for vehicle details and enter address details in comments box at the last column

If the person to be tested is a **child under 18 and over 5 years** old you must provide the CONTACT details of the parent/guardian who will be performing the test on the child.

The **date that symptoms first presented** is critical to the management of this process. Staff who will be over day 5 at the time they arrive at the test centre will NOT be tested and will be referred back to the Council

If the key worker is beyond the first 4 days of symptoms at the time of making the referral they will not be eligible for a test.

If the key worker does not currently have any symptoms then they are classed as "Asymptomatic" and further separate instruction will be provided for such referrals