

Poplar Farm School

COVID Risk Assessment



Assessment conducted by: Kate Hodson	Job title: Headteacher	Covered by this assessment: Staff & Pupils
Date of assessment: October 2021	Review interval: Monthly	Date of next review: November 2021
Related documents		
COVID Outbreak Management Plan, Behaviour Policy, First Aid Policy, COSHH Policy/ Risk Assessment, Fire Policy, Attendance Policy, Safeguarding and Child Protection Policy, Staff Wellbeing Policy, EYFS Policy, Intimate Care Policy, Remote Learning Plan.		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff will be notified of any changes to this risk assessment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> COVID Outbreak Management Plan Behaviour Policy First Aid Policy Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Behaviour Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Health Protection (Notification) Regulations 2010 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak (applies from Step 4)' DfE (2021) 'Use of PPE in education, childcare and children's social care' Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care The school's local health protection team (HPT) 	Y	KH	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, letter, Class Dojo, newsletters or verbal communication particularly any changes to processes to allow for the full opening of the school. Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. The headteacher and LSB reviews relevant school policies to ensure they account for new provisions. 				
Contact with potential or confirmed coronavirus cases	H	<ul style="list-style-type: none"> Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> They have any symptoms of coronavirus. They have tested positive for coronavirus in the last 10 days. They are required to quarantine having recently visited countries outside the Common Travel Area. Parents are informed via letter not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. Twice weekly lateral flow testing for staff will continue to be made available. Staff will be encouraged to take part in this. Procedures for testing will be in-line with the school policy which staff are to follow (briefed during September INSET). 	Y	KH	Sept 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Pupils and parents are made aware that, from 16 August 2021, pupils under the age of 18 will no longer be required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that, from 16 August 2021, fully vaccinated adults who are identified as a close contact of a positive case will not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. • The Trust (CIT) has stated that if a member of staff has a positive case within their household then they are not to return to school until a negative PCR test result has been received. Following this they are to take a daily lateral flow test for 10 days. Staff who are not willing to comply with this will be referred to HR who will then determine next steps. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to sit outside the office. If required, a member of staff supervises the pupil. 				

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		<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. Symptomatic individuals who are sent home are directed to not use public transport to get home. If the pupil needs to use the toilet while awaiting collection, they use the disabled toilet by the main entrance. The bathroom is cleaned and disinfected using appropriate cleaning products before being used by anyone else. Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with appropriate cleaning products after the symptomatic individual has left the premises. Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. The school does not routinely take the temperature of pupils. The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Face coverings	M	<ul style="list-style-type: none"> Staff, pupils and visitors are informed via letter, email and briefing that they are not required to wear face coverings at all in school. In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> Clean hands before and after touching a face covering. Store face coverings in individual, sealable plastic bags. Avoid wearing damp face coverings. Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. The school has a contingency supply of face coverings. Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. 	Y	KH	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Face coverings should be worn in enclosed and crowded places – this includes on school transport. 				
PPE	H	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	KH LT	Sept 2021	L
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> Staff, pupils, visitors and contractors are informed via email, letter, notices, newsletters or verbal communication that enhanced hygiene practices are still in place during step 4. Suitable handwashing facilities (inc. hand sanitiser) are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. 	Y	KH Teachers	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. Where there is not an easily accessible sink near a classroom, hand sanitiser units have been provided. Adequate amounts of tissues and bins are available in the relevant areas. Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. A plan is created to assimilate the hand-washing routine and 'catch it, bin it, kill it' approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils wash their hands after they have coughed or sneezed. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 				
Cleaning	H	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. 	Y	SW	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Provision for ensuring toilets are cleaned regularly. • The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy/ Risk Assessment. • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. • Adequate amounts of suitable cleaning agents are available. • PPE is available to members of staff who require it to carry out cleaning safely. 				
Social distancing	M	<ul style="list-style-type: none"> • All staff ensure that social distancing is still adhered to when around a symptomatic individual or when there is an individual risk assessment in place stating this e.g. for a CEV member of staff. • Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. • Pupils are informed they no longer need to be separated into bubbles in school. • In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. 	Y	All Staff	Sept 2021	L
Resources	M	<ul style="list-style-type: none"> • Classroom resources, e.g. books and games are cleaned regularly. • Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats & books. • Pupils are permitted to bring bags to school. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Y	Teachers	Sept 2021	L
Ventilation and heating	H	<ul style="list-style-type: none"> • Staff and pupils are made aware that enhanced ventilation is still in place during step 4. 	Y	KH SW	Sept 2021	L

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		<ul style="list-style-type: none"> Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes The site manager adjusts any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. 				
Fire safety	M	<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The site manager and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. Where directed, the headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	KH SW	Sept 2021	L
Testing	H	<ul style="list-style-type: none"> Pupils do not undergo asymptomatic testing. Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. Staff undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff are fully informed of the testing programme. Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone, and also on the school Microsoft Forms. 	Y	KH	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. Staff are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. Testing kits are stored indoors between a temperature of 2 to 30°C. Individuals are instructed to collect test kits from the main office. 				
NHS Test and trace	H	<ul style="list-style-type: none"> The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. The school continues to work with local HPTs in the event of a school or local outbreak. Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> Book a PCR test if they (or their child) display symptoms. 	Y	KH	Sept 2021	L

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		<ul style="list-style-type: none"> - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. • PCR tests are delivered safely and with due regard for transmission risk. • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. 				

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		<ul style="list-style-type: none"> Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Parents are informed, via letter, of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the headteacher contacts the DfE's dedicated advice service immediately. The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. Where required staff are informed of a confirmed case within their class. In the event of a confirmed case a generic letter will be sent home to parents/carers from within that class; the name of the individual will not be shared. 	Y	KH	Sept 2021	L

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		<p>The letter will remind parents to be particularly vigilant of their child displaying any symptoms of Covid-19 for the following 10 days. Attendance expectations and the enhance measures that the school have put into place to manage Covid-19 will also be included.</p> <ul style="list-style-type: none"> • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). • The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 				
Attendance	M	<ul style="list-style-type: none"> • The school informs parents and pupils that attendance is mandatory for all pupils. • Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the Attendance and Registration Policy. • Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. • Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. • Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. 	Y	KH LT PM	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school uses existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 				
Protecting clinically vulnerable individuals	H	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. 	Y	KH	Sept 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. An individual risk assessment is put into place for these staff members. Clinically vulnerable staff continue to attend school provided they follow the system of controls to minimise the risks of transmission. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. The headteacher ensures that the school can be adequately and safely staffed. A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. The above principles on protecting pregnant staff also apply to pregnant pupils. The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Workforce	M	<ul style="list-style-type: none"> Appropriate support for pupils with SEND remains in place. The headteacher discuss and agrees any proposed changes in role or responsibility with members of staff. 	Y	KH BM	Sept 2021	L

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		<ul style="list-style-type: none"> The headteacher ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the headteacher talks to the Trust. Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. The school continues its recruitment processes as normal. 				
Remote learning	M	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. The headteacher ensures that pupils taught remotely in EYFS & KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school will continue to upload remote learning onto Microsoft Teams following the same expectations as before. All remote learning units of work are detailed on teachers medium term planning. Parents are provided with information and support about how to access remote learning when they contact the school office. A record is kept by the school office of all children who are engaging with remote learning. Class teachers are responsible for ensuring that remote learning is completed a feedback provided via Microsoft Teams. 	Y	KH BM GE	Sept 2021	L
Uniform	L	<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to pupils and parents. 	Y	KH	Sept 2021	L

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		<ul style="list-style-type: none"> To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 				
Educational visits	H	<ul style="list-style-type: none"> Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. The school ensures it is prepared to carry out domestic day trips and residential trips. Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> A risk assessment is conducted in advance. Good hygiene is maintained throughout. Thorough handwashing happens before and after the trip. The trip is carried out in line with relevant local or national coronavirus guidance. Appropriate insurance arrangements are in place. The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> Staff are to remain with the pupils in the group. Pupils and staff should wash hands thoroughly on arrival and before leaving. 	Y	KH BM	Sept 2021	M
Extracurricular activities and	H	<ul style="list-style-type: none"> The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. 	Y	KH LT GE	Sept 2021	M

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wraparound provision		<ul style="list-style-type: none"> Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. Wraparound provisions are run in line with the current government guidance i.e. are Covid secure. Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. 		BM		
Curriculum	H	<ul style="list-style-type: none"> All pupils are given the support required to make good progress. Whole school assemblies can resume. All doors and windows must remain open during assemblies and children should sanitise / wash their hands upon returning to their classroom. Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. There is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. Staff should therefore take extra care to ensure that the following is implemented during sessions: <ul style="list-style-type: none"> ALL windows and doors are open within the classroom/ hall. ALL children are sat side-by-side and not facing one another. Children are to be spaced out as much as possible during music sessions. Lessons are to take place outside where possible. Lessons are to take place in smaller groups where possible. Pupils are allocated their own individual instrument during lessons and these are not to be shared. 	Y	KH BS FH	Sept 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - Staff members are to meticulously clean musical instruments BEFORE and AFTER use using the appropriate cleaning products (provided in classrooms). - School is to follow the LCC Music Service's risk assessment for music tuition. • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport guidance. • Sports equipment is thoroughly cleaned between each use. • School swimming and water safety lessons are conducted in line with Swim England's guidance. • Outdoor sports are prioritised where possible. • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • External facilities are used in line with government guidance, including travel to and from those facilities. • The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 				
Behaviour expectations	M	<ul style="list-style-type: none"> • The school's Behaviour Policy sets out behaviour expectations for pupils and is updated in line with new rules and measures. • Expectations are communicated clearly to staff, pupils and parents. • Pupils who are struggling to reengage with school are supported appropriately. 	N	KH	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Wellbeing	M	<ul style="list-style-type: none"> • Staff are vigilant in discerning pupil mental health and report any concerns to KH. • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. • KH to liaise with the appropriate services to determine what additional support is available for pupils who are suffering with their mental health. • The SENDCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENDCO work together to ensure pupils with SEND are prepared for changes to their routine. • The headteacher and DSL's ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The DSL's ensures that adequate pastoral care is in place to support pupils and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. 	Y	KH BM FH LT	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy. Staff and pupil bereavement is managed in line with the school policy. 				
Safeguarding	M	<ul style="list-style-type: none"> The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school. The DSL's liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL's ensure that adequate pastoral care is in place to support pupils and staff who require it. The DSL's ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL's are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL's consider making a referral to the LA. 	Y	KH FH LT	Sept 2021	L
Contingency planning	M	<ul style="list-style-type: none"> A remote education plan is in place for pupils who are self-isolating, shielding or are not able to be in school due to local or national restrictions/ measures being in place. If 5 pupils or 10% of the school population (who are likely to have mixed closely) test positive within 10 days then additional actions/ precautions will be taken in-line with the school's contingency planning. This will also be reported to public health in line with LCC action cards. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. This is displayed on the school's website. 	Y	KH	Sept 2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Communication	M	<ul style="list-style-type: none"> The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. The headteacher liaises with the LA where necessary and ensure all staff are updated via email and briefings of any changes in local guidance. Parents are informed via letter about the relevant information regarding the running of the school after the country enters step 4, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. Staff and volunteers are informed via email about the relevant information regarding the running of the school after the country enters step 4. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The SLT is actively present around the school to provide additional support, advice and reassurance. All doors and windows will be opened during staff meetings and the room will be cleaned before and after (before the children use the classroom the following day). All touch points and surfaces will be wiped down using appropriate cleaning products. Monday briefings will be held in the staff room. SLT meetings (fortnightly) will take place in Kate's office. Windows to be opened to ensure ventilation. A record is kept of all visitors and contractors that come to the school site. 	Y	KH	Sept 2021	L
Protective measures in early years settings	H	<ul style="list-style-type: none"> The setting is not required to arrange children and staff in small, consistent groups. Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively. 	Y	KH GE	Sept 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage and prompting. • An enhanced cleaning schedule is put in place. • Surfaces, toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, in line with the COSHH Policy/ Risk Assessment. • Activities that involve malleable materials for messy play, e.g. sand, mud and water, are risk assessed as below: <ul style="list-style-type: none"> - The malleable material for messy play (for example sand/water/mud) is only used by one class within a 48 hour period. If the other class needs to use this with this time period then it must be cleaned - including being replaced - in accordance with the manufacturer's 42 instructions, where applicable. - Children wash their hands thoroughly before and after messy play. - Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group (this includes within the class). - If possible the phase leader purchases additional equipment and materials for messy play to allow one set per class and therefore avoid issues as above. • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group. • All items that are laundered are washed in line with government guidance ('COVID-19: cleaning in non-healthcare settings outside the home') and are not shared by pupils between washes. • Clear procedures are put in place to ensure stringent cleaning processes are followed for food preparation areas, dining areas and table coverings. • In line with PHE advice, supervised toothbrushing programmes are re-established using the dry brushing method. 				

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		<ul style="list-style-type: none">If a child attends more than one setting, the settings work together with parents to address any risks identified, allowing them to jointly deliver appropriate care.				