



RISK ASSESSMENT TEMPLATE - CAH (Revision: 2)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 4) – 16/11/2020 (Page 1 of 38)		DATE OF ASSESSMENT 28 th May 2021
ESTABLISHMENT/SCHOOL Marsden Primary School	SECTION/TEAM All	
WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors		HOW MANY ARE AFFECTED? 250+
<p>This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.</p> <p>The document is by no means intended to serve as a 'checklist', rather it is hoped that it will be a useful tool for school leaders to use with making decisions and reviewing and updating their risk assessments and the temporary modifications that are required as schools open to all pupils on the 8th March 2021</p>		
<pre> graph LR A[Determine Staff Availability to Work On-site] --> B[Plan Asymptomatic Testing approach. Primary Staff, Secondary Staff & Students] B --> C[Undertake Risk Assessment and Action Plan] C --> D[Engage Governing Body, Staff and Union Reps in the Plans for Full Re-opening] D --> E[Make Any Minor Adaptations to Site as Necessary] E --> F[Complete Identified Actions] F --> G[Determine Contingency Plans including Remote Learning Provision] G --> H[Inform Parents of Arrangements for Full Re-opening] </pre>		
<p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Policy • Child Protection Policy • CYP Response Plan • DFE Guidance relating to COVID19 • The Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • First Aid Regulations 1981 • The Health Protection (Notification) Regulations 2010 • Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' 		
FOR THE REST OF THIS ASSESSMENT – WHERE WE MENTION CLASSROOM, CLASS OR GROUP, WE REFER TO BUBBLE.		

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Premises and equipment, water, etc. not maintained to statutory requirements:</p>	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. • <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>	<p>✓</p>	<p>Marsden Action:</p> <ul style="list-style-type: none"> • Site Supervisor (SS) has continued with daily and weekly checks around school in line with his job description. • All external inspections have taken place as arranged. • All repairs have been undertaken via STC Asset Management Dept. • All PAT Testing up-to-date. • Insurance arranged via STC. • Fridge and microwave oven currently available to staff to be thoroughly cleaned at the end of each day by SS. • Internet and computing facilities remain the responsibility of current provider - ICT in Schools. • All current school RA reviewed. • Covid 19 Policy shared with staff. • Current Behaviour Policy implemented. • There may be incidents in school where social distancing is not safe to do (e.g. in case of fire). Where possible, SD will be maintained at assembly point if it is safe to do so <p>Staff Room:</p> <ul style="list-style-type: none"> • For adults using this room - SD measures must be adhered to as far as possible. • It is the responsibility of all adults to follow advice and guidance. • Use of the stairs - use LHS of stairs at all times - and try to avoid crossing other people on the stairs. 	<p>Low</p>

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			<ul style="list-style-type: none"> • Use of kitchen – SD to be adhered to and face coverings used as required • Use of toilet – SD to be adhered to and face coverings used as required. • Although this area is regularly cleaned, any areas used by adults within this building should be cleaned after use (with the exception of the toilet). • All staff to wear face coverings where SD is not possible – corridors etc. <p>Fire procedure:</p> <ul style="list-style-type: none"> • The teachers in classroom bubbles are to take charge of pupils and staff in their bubble and ensure everyone leaves the building. • All other staff to ensure they leave the building as soon as possible. • Reception staff to ensure a record of all staff on site is available. • Teacher to inform reception staff of any missing people from their bubble. • No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden. • Reception staff to telephone 999 emergency services as soon as possible. • Fire evacuation point to remain as school yard. 	

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	<p>A 'BUILDING RA COVID' assessment has been completed for the general running of the building.</p> <p>NB: TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p> <p>As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.</p>	✓	<p>Marsden Action</p> <ul style="list-style-type: none"> • New internal layouts and access points agreed. • Staff entrance - Reception • Pupil entrance and exit - junior door (3,4,5 &6) Infant door (Year 1 & 2) Waiting room door (Nursery & Reception) • Breakfast Club entrance – 8-8:15am – Main Reception – Parents to stay outside and children to enter. Register taken at the Office from ParentPay booking system. • Classroom and office doors to be wedged open during use but left closed when vacated. • Hall door to be wedged open at all times. • All internal and external fire doors to remain closed as per normal building practice. <p>All fire escapes routes to be kept clear at all times, as per normal building practice.</p>	Low
<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7-10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their</p>		<p>Marsden Action:</p> <ul style="list-style-type: none"> • Symptom advice shared on Parentmail. "Do not attend ..." poster shared with parents. • First aid /sick bay established in ICT room. Only use of this classroom during this period. • First aider on site at all times when pupils are present. First aider to work within focused bubble year groups. - Y6 & Y5 – Mrs Potter - Y3 & 4 – Mrs Carr - Y1 & 2 – Mrs Lewis - Reception & Nursery – Miss Clark & Mrs Elliott 	

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	<p>household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap</p>		<ul style="list-style-type: none"> - If the named first aider is off due to sickness, HT will allocate staffing to cover this. Staff to inform HT of the incident. HT is aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider. • PPE available for use by all staff and pupils. Video shared to staff about how to use the equipment safely. • Pupils can wear face coverings on their journey to school. On entering school, children need to be guided by staff on how to remove their covering safely, how to safely dispose of it and put in a covered bin. If not disposable, they need to be stored in a sealed bag to take home. • It is compulsory that staff wear PPE if: * an individual child becomes ill with coronavirus if a distance of 2 metres cannot be maintained. • If completing routine intimate care needs - PPE needs to be worn. <p>Staff and pupils wearing face covering are advised to:</p> <ul style="list-style-type: none"> ○ Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it. ○ Avoid touching face or face covering as you could contaminate them with germs from hands. ○ Change face covering if it becomes damp or you have been touching it. ○ Continue to wash hands regularly. 	

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	<p>and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		<ul style="list-style-type: none"> ○ Change and wash face covering daily. ○ If the material is washable, wash in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste. ○ SD whenever possible. ● Any child showing any symptoms will be taken to the first aid area to await their Parent's collection. <p>Procedure for pupils with symptoms</p> <ul style="list-style-type: none"> ● Classroom staff to take child to first aid area. Sit child near window and open window. ● Classroom staff phone named first aider to come to sick bay. ● When first aider arrives, they put on all necessary PPE equipment. ● Once first aider is prepared, classroom staff can now return to their classroom. ● First aider to stay with child if they are younger, but if it is appropriate, the child can remain in the room with the staff outside of the room until collected. ● Reception staff to call parents if any child shows any symptoms. ● Parents informed that they must be available to collect their child immediately if we call them with this information. If a parent is unable or unwilling to collect their child immediately, reception staff will inform HT immediately and this will be dealt with as a safeguarding issue. 	

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			<ul style="list-style-type: none"> • Once area is clear after use, first aider to inform reception staff, who will ensure the cleaner is aware of cleaning requirement. • Full area not to be used until cleaning is carried out. <p>Normal first aid:</p> <ul style="list-style-type: none"> • Classroom staff to take child or send the child to first aid area, depending on the injury and age of the child and telephone named first aider to come. • Child to sit near window, with window open. • When first aider arrives, they decide on the appropriate treatment and protection. • Family Liaison Officer to ensure all first aid kits are checked on a weekly basis and supplies replenished. • First aiders to follow government guidelines. • First aiders must wash their hands or use hand sanitiser before and after treating a casualty. • First aiders to consider cross contamination that could occur which was covered in their training. • All waste will be disposed of by cleaner during the day. • First aider to ensure all protocols are followed e.g. paperwork, informing parents, before the end of the school day. • All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure 	

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			<p>of 2 metres may have to be breached to facilitate treatment by close and direct contact</p> <ul style="list-style-type: none"> • First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required, first aiders must appropriate wear any protective measured needed. After administrating first-aid, they must wash hands immediately after treatment has been completed. • If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained. Advice from H&S shared with all first aiders. • First aider to clean areas used during this process before returning to classroom bubble. <p>Administration of medication:</p> <ul style="list-style-type: none"> • Administration of medication will be performed in the usual manner, ensuring SD measures at all times. • Classroom Staff will administer medication as required to those pupils who require it. • Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom. • Gloves must be worn during this process and hands washed before and after process. • All areas used during this process must be 	

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			<p>cleaned by staff member administering the medication.</p> <p>Cleaning of toilets after use: Toilets in the school buildings will be cleaned regularly and used by specific children.</p>	
<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> • has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them • Soap and water is more effective than using sanitisers <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be</p>	✓	<p>Marsden Action:</p> <ul style="list-style-type: none"> • Daily updates from DFE to the HT. HT to read info within the updates and action as necessary. Info shared with wider school population as necessary. • All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout. • Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on school website and through Parentmail so all school population is aware of measures taken • Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice. <p>Cleaning Information:</p> <ul style="list-style-type: none"> • Site Supervisor will complete cleaning duties in school during the morning. • Cleaner to pay particular attention to telephones, copier machines, door handles and doors and keyboards. • After each use of school equipment, staff 	Low

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	<p>considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal • different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare</p>		<p>members are expected to wipe the item clean (e.g. photocopier, keyboard, telephone, etc.). Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</p> <ul style="list-style-type: none"> • SS will be supervising all cleaning in the school. • Normal cleaning routine to take place at the end of the day with 2 cleaners. • HT and SS will ensure all cleaning in school will be at the highest level. • All classrooms and work areas will have a hand sanitiser station. • All pupils and staff members have access to soap and water - either in classroom bubble or in the toilet areas. • Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures. • Y1 & 2 pupils' equipment is stored on the children's tables, where they always sit. The equipment is cleaned daily • Y3 – 6 issued with their own stationary which will be stored in their own tray. • All classes to be issued with box of PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day. • Teacher to reinforce cleaning and hygiene messages during the day. • Teachers to supervise hand washing and 	

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	settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance .		hand sanitising. <ul style="list-style-type: none"> All classroom bubbles and work areas - windows to be open during room use. Use of toilets - pupils to use the normal toilets: <ul style="list-style-type: none"> Reception and Nursery – EYFS toilet Year 1 & 2 - Infant toilet Year 3 - 6 – Junior boys & girls’ toilet Classroom staff to ensure no crowding of toilet areas and SD measures are maintained. <ul style="list-style-type: none"> All pupils to wear school uniform. All rooms to ensure windows and doors are open regularly to allow fresh air to circulate. Paper towels to be provided as an alternative to hand dryers. Waste bins in each room and frequently emptied. All waste removed at end of each day. Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government. 	
Risk of coronavirus infection spreading due to large class sizes and reduced space	The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: <ul style="list-style-type: none"> children’s ability to distance the lay out of the school the feasibility of keeping distinct groups separate while 	✓	Marsden Action: <ul style="list-style-type: none"> All parents informed of organisation changes within school and informed if their child or themselves cannot or will not follow procedures put in place, we will discuss this with parents and actions taken Any children who have to stay away from school due to waiting for a test, or displaying symptoms will be given high quality remote learning as soon as they are away from school. (See Remote 	Low

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	<p>offering a broad curriculum (especially at secondary)</p> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Points to consider and implement:</p> <p>How to group children Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>In secondary schools, and key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with</p>		<p>Learning Policy.)</p> <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p> <ul style="list-style-type: none"> • Pupils within EYFS will require more reminders of all measures than older children and social distancing will not be always possible. • All rooms in use will have posters and health information on display - specifically targeted at pupils. • Actions performed by school to ensure contact between people is kept to a minimum: • Staff entrance – Reception • Pupil entrance and exit – EYFS, Infant and Junior doors <p>Detail:</p> <p>1. Reception area / sign in & out area</p> <ul style="list-style-type: none"> • The electronic sign-in system will not be used during this period. Paper form of Track & Trace register to be kept by Office Manager. • Pens and other equipment must not be shared within reception areas – Pens will be used once and then cleaned. • All staff must report to reception area on arrival and at the end of their shift to enable reception staff to sign them in and out. 	

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	<p>coronavirus (COVID-19).</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full</p>		<ul style="list-style-type: none"> ● Essential visitors – For Track and Trace – paper record used with contact details recorded. ● Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors). ● All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are in the calendar. ● All staff members and visitors to use hand sanitiser upon leaving the reception area. ● All visitors to wear face coverings unless medically exempt. ● School intercom system to be used, main entrance door only opened to essential visitors. <p>2. EYFS, Infant and Junior doors</p> <ul style="list-style-type: none"> ● These are the pupil entrance and exit. Guidelines state that we should be keeping people in bubbles. ● Pupils will walk from the yard - through the relevant door and straight to their classroom bubble. Procedure for collecting pupils from yard below. 	

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	<p>educational offer.</p> <p>Measures within the classroom Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>Measures elsewhere Groups should be kept apart, meaning that schools should avoid</p>		<p>3. Staff breaks</p> <ul style="list-style-type: none"> • Classroom and admin staff asked to work between 8:30 and 3:40pm. • Breaks will be on a rota within the Year groups, with staff monitoring the classes from SD. • Lunchtime staff will be assigned to one bubble – staff within the bubbles will need to rota cover with staff available. <ul style="list-style-type: none"> - Y6 – Mrs Marshall - Y5 - Mrs Coffey - Y4 – Mrs Cockburn - Y3 – Mrs Payne - Y2 – Mrs Clennan - Y1 – Mrs Dawson - Reception – Mrs Hunter - Nursery - Miss Payne <p>4. Lunch</p> <ul style="list-style-type: none"> • All pupils will have access to the normal catering arrangements in school but will access the dining hall within their bubbles. • Packed lunches can be brought from home. • Lunchtime arrangements: <p>11: 45 – 12:15 – Nursery, Reception, Y 5 & Y6 Y5 & 6 – Hot lunches in the hall, Y6 packed lunches in the classroom.</p>	

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	<p>large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Measures for arriving at and leaving school Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home</p>		<p>12:15 – 12:45 – Y1 & Y2 12:45 – 1:15 – Y3 & Y4</p> <ul style="list-style-type: none"> All classroom based staff will be timetabled a lunchbreak of 30 minutes when another member of year group staff will monitor the bubble, adhering to SD. <p>Procedure:</p> <ul style="list-style-type: none"> Lunches will be pre-ordered on parentmail for EYFS & KS1, KS2 choose daily. . Hall divided into two section; 5 tables on one side and 7 on the other. All children will sit facing the hall entrance – no facing other children. Children will collect their food from the serving hatch observing SD markings. Trays will be collected by staff in the hall – children to remain in their seats. Children will remain in the hall until their year group leaves together. Once a year group leaves, tables will be thoroughly cleaned before next year group enters hall Playtime allocated to ensure children do not miss curriculum time – <p><u>Lunchtime Play</u> Nursery & Reception – Garden - 11:45 – 1:00pm</p>	

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	<p>with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p> <p>Other considerations Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Visitors to the school should be restricted to only absolute necessary visits.</p> <p>Face Coverings. Ensure face coverings are used in recommended circumstances</p> <ul style="list-style-type: none"> Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply 		<p>Year 1 – Rear Yard – 11:45 – 1:00pm Year 2 – Rear Yard - 11:45 – 1:00pm Year 4 – Front yard - 12:15 – 12:45pm Year 3 – Rear Yard - 12:15 – 12:45pm Year 5 & 6 – 12:15 – 12:45 pm – Muga</p> <p><u>Yard arrangements</u> Yr 5 & Yr 6 to share the MUGA 12:15 – 12:45 Yr 1 to use the back yard before and after lunch Yr 2 to use the back yard before and after lunch Yr 3 to use the back yard from 12:15 – 12:45 (Use Muga if finished before 1:15pm) Yr 4 to use the front yard from 12:15 – 12:45 (Use Muga if finished before 1:15pm)</p> <p>5. On arrival at school Parents dropping off:</p> <ul style="list-style-type: none"> One Parent and one child to enter the main school gate from 8:45-9:00am. Parent to follow SD rules – markings set out on path. Parent to leave child at the top of the infant yard – markings in place. SMT at markings to ensure rule is followed. Child to walk to their entrance and be met by member of staff – SD observed. Parents to leave the premises through the Staff car park. Parents to bring the children no earlier 	

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	<p>in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <ul style="list-style-type: none"> In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point. <p>School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory.</p> <p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned</p>		<p>than 8:40am.</p> <ul style="list-style-type: none"> Gate will be closed at 8:55am. Pupils arriving late - will need to enter school through the main office if the main gate is closed and will have to wait until the other children are in their classrooms, before proceeding to their classroom. Cloakrooms will not be used as SD measures cannot be observed. Children will be asked to only bring a bag if it is essential, but a coat and a water bottle will be sufficient. <p>Recording of attendance: Staff to complete attendance registers as provided by INTEGRIS</p> <p>End of day:</p> <ul style="list-style-type: none"> Parents to collect pupils during their allocated slot. Parents to enter through the main gate and follow the SD marking to collect their child. Only one adult to collect one child. Parent and child to leave through the Staff car park. Where parents are collecting more than one child, they will arrive at the latest slot and collect all of the children. 	

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	<p>regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Music, dance and drama can be undertaken in school so long as safety precautions are undertaken.</p> <p>From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training.</p> <ul style="list-style-type: none"> If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have: considered the relevant government guidance for their sector and put in place protective measures 		<ul style="list-style-type: none"> Staff will organise children so that they come out with non-siblings first whilst other children come out at the correct slot. Any child who is not collected in their allocated slot will be returned to their classroom and parent will have to wait till the end of the rota on the road to collect their child. <p>Departure Rota: 3:00 – 3:05PM – Reception & Year 6 3:05 – 3:10PM – Year 1 & Year 5 3:10 - 3:15PM – Nursery & Year 3 3:15 – 3:20PM – Year 2 & Year 4</p> <p>6. Yard & outdoor space * Outdoor space sectioned to allow access for each bubble</p> <ul style="list-style-type: none"> EYFS garden – Nursery & Reception Back yard – Year 1 & Year 2 _ Rota Muga, front yard and field – Y3-6 Rota <p>7. Moving from yard to classroom bubble</p> <ul style="list-style-type: none"> Staff present in classrooms and in corridors to guide the children into the school. <p>9. Classroom bubbles</p> <ul style="list-style-type: none"> Furniture in Y2 – 6 will be forward facing 	

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			<p>or directed to ensure SD (see Health & Safety guidance.).</p> <ul style="list-style-type: none"> ● Reception, Nursery and Y1 to follow EYFS measures ● Sanitiser station located at entry of each classroom - all pupils and staff must use this on entry to the classroom. <p>10. Equipment</p> <ul style="list-style-type: none"> ● Pupils in Y1 will store their equipment on their table; this will be frequently cleaned ● Pupils in Y2 will be given a container with their name on holding their own stationery. ● Y3 – 6 to use own tray ● All items and bag to be cleaned by pupil at end of each day. ● All classes will be given a box of outdoor and sporting equipment for their use. ● All equipment and box will be cleaned by pupils at the end of each day. <p>11. Cleaning</p> <ul style="list-style-type: none"> ● Either the SS or the Cleaner will work in school ● All non-classroom staff members will be expected to clean their areas after use - including telephone, keyboard and chair. 	

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			<p>These areas will be cleaned by the cleaner but this is an additional cleaning action.</p> <ul style="list-style-type: none"> • Pupils and staff will stay together for the full day. • ICT suite not to be used at the current time. • PE not to take place with outside coaches at current times. (Review at Easter.) • PPA will be covered by member of staff in the year bubble. Where this is not possible, SD measures will be followed <p>After-school activities:</p> <ul style="list-style-type: none"> • Clubs will be organised across 2 year groups. • Parents informed of isolation expectations should a covid-19 case occur. • Staff to follow SD measures and handwashing protocol. 	
Risk of coronavirus infection spreading to children and staff due to lack of PPE	Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.	✓		Low
Failure to use test and trace leading coronavirus infection spreading to children and staff	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team . Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils 	✓		Low

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	<p>must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p>			

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	<ul style="list-style-type: none"> if someone tests negative, if they 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. if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from when your symptoms started, or when your test was taken 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 or when your test was taken. 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>Local PH contacts:</p> <ul style="list-style-type: none"> The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team. Public Health England (North East and Yorkshire Region) 0300 303 8596 Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am) Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>(Wednesday pm-Friday)</p> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required.</p>			
<p>Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team 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> <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 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 	✓		Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>metres for more than 15 minutes) with an infected individual</p> <ul style="list-style-type: none"> travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). 			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> • The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any suspected or confirmed cases to COVID@southtyneside.gov.uk This inbox is monitored 7 days a week by the public health team. • Public Health England (North East and Yorkshire Region) 0300 303 8596 • Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am) <p>Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday)</p>			
Failure to contain any outbreak by following local health protection team advice	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are</p>	✓		Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>			
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> encourage parents and children and young people to walk or cycle to their education setting where possible make sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel ensure that transport arrangements cater for any changes to start and finish times communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Dedicated school transport, including statutory provision Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is</p>	✓	<p>Marsden Action:</p> <ul style="list-style-type: none"> Parents advised in email at the beginning of the year for transport arrangements to encourage walking or cycling to school. Visits will only take place where classroom bubbles have exclusive access to transport and site. Full risk assessment completed Evolve format used effectively. 	Low

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	<p>important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>The government is currently evaluating this position and will set out next steps shortly.</p> <p>Wider public transport STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the safer travel guidance for passengers.</p> <p>During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospital</p> <p>Domestic residential educational visits In line with the roadmap, schools can undertake domestic residential education visits, from 17 May.</p> <p>Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. Link to</p>			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>the checklist</p> <p>You should keep children within their consistent groups (bubbles) for the purpose of the visit.</p>			
<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable adults</p>	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p>	✓	<p>Marsden Actions:</p> <ul style="list-style-type: none"> HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home. Staffing in place for main coverage of a balanced curriculum - all staff aware of when they are expected to work in the school building. If working on school premises, SD must be adhered to. PPE and cleaning products available to all. RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is felt that as part of the staff team of Marsden School, it is staff's professional responsibility to read this document. Guidance for Pregnant staff followed and risk assessment completed. If a staff member does not agree with any part of the RA, they are to email the Head Teacher with their concerns. These will be discussed with HT and Chair of Governor's and answer given as soon as 	Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>		<p>possible.</p> <ul style="list-style-type: none"> Staff have been and will continue to be given opportunity to raise any concerns they have around their safety with the HT. All affected staff members have been kept up to date with developments and have spoken to HT. 	
<p>Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school</p>	<p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p>	✓	<p>Marsden Action:</p> <ul style="list-style-type: none"> All parents informed of organisation changes within school and informed if their child or themselves cannot or will not follow procedures put in place, we will discuss this with parents and actions taken Any children who have to stay away from school due to waiting for a test, or displaying symptoms will be given high quality remote learning as soon as they are away from school. <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p>	Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p>Pupils who are shielding or self-isolating We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> • a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding • if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. 			

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.			
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<ul style="list-style-type: none"> Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. covid-19-guidance-for-the-public-on-mental-health-and-wellbeing	✓	<ul style="list-style-type: none"> Mental Health Champion appointed before Covid 19. (CC) MHC - to offer appointments to any member of staff wishing to seek advice, guidance or to talk through their thoughts. 	Low
Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment. tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering discourage parents from gathering at school gates try to follow the social-distancing guidelines <p>Social distancing within education and childcare settings with very</p>	✓	<p>Marsden Actions:</p> <ul style="list-style-type: none"> Visitors will be discouraged; however, it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum. Visitors must sanitise their hands before leaving reception area. Face coverings to be worn when inside the building unless medically exempt. Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible. Signage on the gate to ask anyone with symptoms not to enter the premises. Meetings will be scheduled into school calendar and appointments added to sign in system by reception staff. 	Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.		<ul style="list-style-type: none"> No visitor will be allowed on premises unless they have an appointment in the calendar. All staff to ensure they add any appointments into school calendar. Parents will not be allowed past the markings on the school site. All necessary meetings will take place via a video call. Parents dropping off and collecting pupils - to arrive no earlier than 8:45am and 3:00pm - SD markings. <p>Deliveries to be taken directly to office.</p>	
Lack of first aid provision due to staff shortages	Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision. https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications	✓	<p>Marsden Action:</p> <ul style="list-style-type: none"> See p5 re first aid. 	Low
Risk of coronavirus infection spreading to children and staff due to poor communication	Consider the following steps: <ul style="list-style-type: none"> tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) make clear to parents that they cannot gather at entrance 	✓	<p>Marsden Actions:</p> <ul style="list-style-type: none"> Signage on gate - do not enter if you have any of these symptoms ... Letter to parents explaining measures and drop off procedures Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night? School contract cleaning to continue <p>Additional overtime if required.</p>	Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p> <ul style="list-style-type: none"> • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff • ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful • communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers • discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this 			
Are there any other foreseeable hazards associated with this activity? YES / NO	<u>List any additional control measures</u>			
Conducting Staff Lateral Flow (Rapid Flow) Tests	<p>Primary schools should follow the Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance</p> <p>It remains imperative that the system of controls continues to be rigorously applied to enable the safest possible environment. The</p>	✓	<p>Marsden Actions:</p> <ul style="list-style-type: none"> • Staff all notified of the availability of the tests and the required consent. • Verbal conversations to take place to add further detail – staff to request this if required. 	Low

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic. All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to all their staff from 18 January.</p> <p>Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</p> <p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged. Staff taking part in the testing must complete the consent form.</p> <p>Privacy notice to be shared with all staff. Staff following the instructions and storage guidance provided with the testing kit. Staff to carefully dispose of the test device and equipment in their household rubbish. This may be subject to change based on any future waste disposal guidance. Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures. https://www.gov.uk/get-coronavirus-test</p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit</p>		<ul style="list-style-type: none"> • All staff who take part to complete a consent form and have privacy notice and instructions shared. Staff responsible for responding and reading the guidance. • HT mobile number provided to all staff to return their results to the school. • Log kept in school of test kits that have been distributed and test results following GDPR guidance. 	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>Staff can view online training webinars including how to administer the test: https://www.youtube.com/watch?v=35N_ALNlzBw&feature=youtu.be https://youtu.be/Wgsq93DBuUY https://youtu.be/LAH7UVpxYo8</p> <p>Further information can be found at: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-tesing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf</p>			

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 36 of 38)	DATE OF ASSESSMENT 28 th May 2021
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	IF '✗' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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Reference Documents:

Further information can be found at:

[Actions for education & childcare settings to prepare for wider opening from 1 June 2020](#)

[e-Bug](#)

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

[symptoms of coronavirus](#)

[staying at home guidance](#)

[guidance-to-educational-settings-about-covid-19](#)

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[staying-at-home-and-away-from-others](#)

[Early Years Foundation Stage](#)

[covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](#)

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[social-distancing guidelines](#)



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

PPE

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

[PHE schools resources](#)

[Schools coronavirus operational guidance Feb 21.pdf](#)

ASSESSED BY (Print name) Caroline Marshall	SIGNED 	DATE 28.5.2021
LINE MANAGER Teresa Lawton	SIGNED 	REVIEW DATE 28.05.2021

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