

Schools operating safely during pandemic risk assessment

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

On 4 January 2021, the government announced a national lockdown and instructed people to stay at home to control the virus, protect the NHS and save lives. The decision followed a rapid rise in infections, which has been attributed to the new variant of COVID-19, which scientists have confirmed is between 50 and 70 per cent more transmissible. Currently there is no evidence that the variant is more likely to cause severe disease or mortality – but investigations are underway to understand this better. Current advice is that the way to control the virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts. [source: <https://www.gov.uk/government/news/covid-19-sars-cov-2-information-about-the-new-virus-variant>].

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- wearing a [face covering](#) to protect others (unless exempted from doing so), when required and properly fitted to cover the nose and mouth.
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups

- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible
- staff and pupils participating in the onsite testing system, please see separate testing risk assessment

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process
- engage in the schools onsite testing process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

For those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When the school is not fully open for all children, or when children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

2) Principles

In order to prevent the spread of coronavirus, schools will:

- i. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ii. clean hands thoroughly more often than usual
- iii. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v. minimise contact between individuals and maintain social distancing wherever possible
- vi. where necessary, wear appropriate personal protective equipment (PPE)
- vii. introduce and operate an in-school testing system as per government guidelines

3) Response to any infection

In the event of a positive test, schools will:

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

4) Expectations in all schools

a) Prevention

i) Schools will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

With the introduction of in-school lateral flow testing systems, anyone who tests positive (see school COVID testing risk assessment) will be sent home to take a PCR test which is supplied by the school and could be sought through the national testing programme by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

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 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

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.

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.

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). Staff will all be provided with training on when PPE is needed.

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.

Everyone must wash their hands thoroughly for 20 seconds with soap 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.

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).

ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual

Schools must 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. Each school is:

- checking whether it has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around 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
- building 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

iii) Schools will ensure that good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

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 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.

The [World Health Organisation published a statement on 21 August about children and face coverings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education). They now advise that "children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area." [source: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>].

Nationwide, the government has not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed if they believe that it is right in their particular circumstances. Examples of where school leaders might decide to recommend the wearing of face coverings - for pupils, staff and visitors - include communal areas of the education setting i.e. reception area, corridors etc – see risk assessment for details.

iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping where possible to children staying in the same group or 'bubble' – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the later case, staff should stay 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. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

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 moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff will be trained on the use of PPE should it be needed.

b) Response to any infection

i) Schools will engage with the NHS Test and Trace process

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- 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)

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.

All schools should have 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.

Schools will ask parents and staff to inform them immediately of the results of a test:

- 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 the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

ii) Schools will follow the guidance in managing confirmed cases of coronavirus

Schools will 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 and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, 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. (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.)

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 will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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 10-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:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-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 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

iii) Schools will look to contain any outbreak by following local health protection team advice

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 will continue to work with their local health protection team who will be able to advise if additional action is required.

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 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.

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.

c) Transport

i) Dedicated school transport, including statutory provision

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will 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

ii) Wider public transport

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'. Should refer to the safer travel guidance for passengers.

d) Other issues

Attendance

During a lockdown period, where schools are only open to key workers and those of vulnerable children, school attendance to those small number of children is not mandatory. All other children will receive remote learning.

During periods of time outside of the above scenario, school is not optional and attendance will be mandatory. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

When the school is open to all pupils, the majority of pupils, including those shielding will be able to return to school.

- 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 should be followed for the appropriate tier or for any lockdown period.
- Those who have family members who are shielding can attend school.
- 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.

- 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.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

Staff who are clinically vulnerable or extremely clinically vulnerable

Advice for clinically vulnerable or extremely clinically vulnerable staff should be followed for the appropriate tier or for any lockdown period.

Where staff are not required to shield, the Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Individual risk assessment should be discussed and implemented with necessary staff and regularly reviewed. Please seek HR advice when necessary. Those in the most at-risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Educational visits

Overnight and overseas educational visits will not be taking place.

When the government allows school to do so, they may offer non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

School uniform

Schools will have their usual uniform policies when schools are fully open. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who

may be experiencing financial pressures. Schools may ask pupils to attend school in their PE kits (on necessary PE session days), to reduce risks in changing areas and additional items from home coming into school.

Specific curriculum provision and extra-curricular provision

Schools will work towards operating their breakfast and after-school provision, where this is possible, was previously in place and in line with government advice. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

Contingency planning for outbreaks

Process in the event of local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

Contingency plans for outbreaks

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

Premises/ Health and Safety

	Risk	Countermeasure	By whom?	By when?
1	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> • Staff toilets to be segregated for different bubbles much as possible – Office/ KS1/KS2 • Some high risk staff may have own toilet and wash basin as part of their individual risk assessment • Kedington Care children (key worker and vulnerable children) to use toilets in rooms they are based in – KC1 in Y1 and Y2 classrooms, KC2 in Y3 and Y4 classrooms 	VJD	In place 05.01.21

2	Pupil or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> • Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room (Elsa Room) with windows open. Member of staff to supervise visually through internal windows where possible. Clean of isolation rooms and areas staff member or pupil had contact with. • Ensure any children with asthma are more closely supervised and not left. • Refer to guidance on communicating with staff and parents • Information provided about testing procedure • Request to be informed of test outcome • If a test is positive, follow guidance about isolation 	<p>DW to provide PPE for each school.</p> <p>VJD to communicate with staff and parents</p>	Ongoing from Sept 2020
3	Parents of Kedington Care children do not have confidence in the school being safe	<ul style="list-style-type: none"> • Frequent communication • Clear expectations on arrangements and procedures if a child shows symptoms • Opportunity for parents to share concerns • Coordinated message across local schools • Parents signposted to risk assessment on website and given headline information in Kedington Care Information letter 	VJD	Ongoing reminders AND Letter to parents wc 11.01.21 and when any new children start
4	Congestion at start and end of day	<ul style="list-style-type: none"> • All classrooms have own external doors with space for parents or children to wait distanced from each other • Stagger drop offs and pick-ups, with a 5 minute window for each group. • One parent max • Limiting contact between parents and staff by being clear that other methods need to be used for messages – dojo, phone, email • Encourage Y2 upwards to be dropped at school gate in the morning • Parents not to come into the classroom with the children. • If children will not separate from parents at drop off, staff will avoid making physical contact if 	VJD	Updated info shared with relevant staff and parents 11.01.21

		<ul style="list-style-type: none"> • Before eating • After sneezing into hand or tissue • Parents given option to request their children use soap and water if they don't want them to use hand sanitiser • Regular cleaning during school day • Staff using shared spaces to clean surfaces after use • Hand sanitiser and signage at every 'bubble' entrance • Cleaning materials to be available in a named box in each room (wipes, spray, disposable cloths, hand sanitiser) • Use of hall for PE to be avoided, but if used, - surfaces and equipment that have been touched to be wiped after use and door opened to ventilate. Children to follow protocols of washing hands or using hand sanitiser before and after being in the hall • Staff not to enter office – use of portable phone (wiped down) if need to make phone call 	<p>Office staff to set up boxes for each learning space</p> <p>Senior midday supervisor to ensure playtime boxes have wipes and santisier</p>	
9	Cross contamination from photocopiers	<ul style="list-style-type: none"> • Wipes and hand sanitiser to be used • Separate photocopiers for each Kedington Care staff group • Children not to use printer/copier 	HT and all staff	From 05.01.21
10	Inadequate ventilation	<ul style="list-style-type: none"> • Windows to be kept open in all used rooms to ensure ventilation • Internal doors to be kept open as much as possible to allow for air flow (automatic fire door closings fitted) • External classroom doors to be opened as a minimum at break, lunchtime and after school to 'purge' the air and to be kept open at other times when the weather is mild 	Caretaker All staff	Communicated to staff and parents wc19.10.20. Regular reminders and monitoring

		<ul style="list-style-type: none"> Hall external door to be opened when hall is in use and for a 20 minute period afterwards to 'purge' the air Uniform and dress code to be relaxed to allow for additional layers to mitigate for the cold 		
11	Cross contamination through use of registers and children taking registers to the office	<ul style="list-style-type: none"> Electronic register on Teams 	Office staff	New registers from 06.01.21
12	Parents send children who are unwell to school	<ul style="list-style-type: none"> Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms. 	VJD	Ongoing communicate with staff and parents since July 2020
13	Parents not aware of testing protocols	<ul style="list-style-type: none"> Communication planning and protocols regularly. 	VJD	Ongoing communicate with staff and parents since July 2020
14	Air-borne transmission in communal areas used by a range of adults	<ul style="list-style-type: none"> Staff to wear face coverings in communal areas (eg moving around the school and staffroom) when not eating and drinking Option for staff to wear face coverings at other times Parents to wear face coverings on school site at pick up and drop off times Staff to wear face coverings if need to be less than 2m apart for more than 15 mins All visitors to wear face coverings around the school 	VJD and all staff From 09.12.20	Communicate with all staff and parents 09.12.20
15	Safety around face coverings	<ul style="list-style-type: none"> Hands to be washed or sanitised before and after putting face coverings on Clear, sealable plastic bags to be available and used for face coverings when not in use. Disposable face coverings to be available at entrance and by both photocopiers 	VJD	Communicate with staff 12.01.21 09.12.20

16	Classrooms have resource that does not need to be present but gets handled by pupils removed	<ul style="list-style-type: none"> Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has been removed from where to where for future return 	All teachers	Since July 2020 and regularly reviewed
17	Children undertake high risk activities within bubbles that increases the risk of transmission.	<ul style="list-style-type: none"> Children to be seated side by side from Y3 upwards, not facing each other Children to be encouraged to use a low volume when chanting (eg counting, nursery rhymes) and to be side by side, not facing each other Singing to be avoided, except outside or low voices to be used and aim for 15 children or fewer in the room At break times, direct contact and being face to face and close to each other discouraged e.g. <ul style="list-style-type: none"> Holding hands, cuddling etc Rolling around together on mats (!) Skipping in pairs facing each other Expectations to be higher for older children who will understand more and be better able to self-regulate PE lessons in the hall to avoid high impact activities that increase children's respiratory rate (e.g. gymnastics, rather than invasion games) 	VJD All staff to implement HA to share with MDSAs and monitor	Ongoing since Sept 2020 with monitoring and reminders as needed
18	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> Appropriate CPD and PPE provided for all staff – staff carrying out first aid remain in their bubble to reduce exposure if possible Children encouraged to be supervised and directed to clean own minor wounds etc. if able to Further advice on reducing risk eg keeping at different height to child, keeping to the side if possible 	VJD to provide CPD All staff to follow guidance	Ongoing since June 2020 with monitoring and reminders as needed

		<ul style="list-style-type: none"> • Vulnerable staff not to carry out first aid in line with their risk assessments 		
19	Unable to maintain social distancing when supporting children (both with remote learning and with things like doing up coats)	<ul style="list-style-type: none"> • Encourage independence where possible • Encourage children to help each other • If staff need to get close, avoid face to face contact where possible eg moving head to the side/ not getting down to the child's level • Option for staff to wear face coverings at any time 		
20	Cross-contamination via first aid kits or staff going to get one from another class	<ul style="list-style-type: none"> • Each group to have own first aid kit which it taken out at break times by person on duty from that bubble • MDSAs to have own first aid kit for break times 	TAs to prepare first aid kits, ensuring they have school resources (eg wipes) as well as products they come with when purchased.	From Sept 2020
21	Providing school meals for pupils safely	<ul style="list-style-type: none"> • Meals to be collected centrally and then served in the classrooms with careful hygiene, except for Reception who will eat in the hall • Tables to be cleaned before and after children eat • School cook <u>not</u> to enter classrooms – class based staff to distribute lunches 	VJD and Vertas	From Sept 2020 From 06.11.20
22	Cross-contamination of water bottles from re-fill stations	<ul style="list-style-type: none"> • Water dispensers not to be used by children • Parents to be told this and that children may need to bring more than one water bottle with them • On hot days, KC staff to have jugs of water in the classroom to fill children's water bottles if needed 	VJD KC staff	Ongoing since June 2020 and reminders when needed
23	Travel	<ul style="list-style-type: none"> • Children should only travel with members of the same household or support bubble 	VJD	Part of communication to

				parents before 04.09.20
24	Risk around ingestion of hand sanitiser	<ul style="list-style-type: none"> • Children to be reminded not to ingest • YR and Y1 children – kept out of reach or under close supervision 	All staff	Shared with staff on 01.09.20 Staff to remind children before 07.09.20
25	Risk of infection from meetings between staff	<ul style="list-style-type: none"> • Online meetings where possible • Rule of 6 to be adhered to - no face to face meetings of more than 6 • Strict social distancing of 2m+ - string or sticks 2m long with reminders in shared spaces eg offices and staffrooms 	All staff	From Sept 2020
26	Increased risk from mixing with large groups of children	<ul style="list-style-type: none"> • Avoid staff working across bubbles where possible. Where unavoidable they should ensure social distancing and/or work with designated children only for adults working across bubbles • Kedington Care groups to be kept to around a maximum of around 20 children across the week, with not all children attending each day. Aim to keep KC1 smaller as younger children are less able to socially distance • When sufficient staffing, split groups into small groups (eg by year groups) with consistent, named staff member where possible • Some staff have individual risk assessments which state they will only work with an individual or small, consistent group of children. These will be deployed to where they will reduce total number of children in a group the most where possible. • Staff to be aware of need to socially distance from children when they can. This should be more possible with older children. • Children to be reminded to keep their distance from staff when appropriate 	VJD and staff in KC	From 11.01.21

a) **Staffing/HR and capacity**

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> • Kedington Care parents made aware that staffing is stretched and we will do our very best but may not always be able to provide full time childcare on occasions. • Teachers to be called in to support KC if needed, but aim to staff with support staff to allow teachers to focus on remote learning and understanding that it is not sustainable for teachers to be in school and producing remote learning • Contingency plan with the trust for SLT absence. • Risk assessments to be offered to all staff and for all vulnerable staff to consider what steps can be taken to reduce risk when working in school 	VJD	From 05.01.21
2	Unable to staff provision of breaks/lunch for children in school	<ul style="list-style-type: none"> • Maintain bubbles for pupils outside but with supervision, maintaining social distance of adults where possible, using wider staff. Strict hygiene to be followed by staff e.g. sanitising hands before helping with food etc • Arrangements in place for wet play ensuring a break for staff and pupils but maintaining minimal contact – supervising staff to maintain social distancing wherever possible and to work with same group on consecutive days wherever possible 	HA	New rota for MDSAs from 11.01.21

3	Staff not confident they will be safe	<ul style="list-style-type: none"> • Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance • Specific training for site staff on infection control. • Trust bank of risk assessments to support these decisions • FAQs from trust for staff • Individual risk assessments for vulnerable or extremely vulnerable members of staff and on request • 	<p>VJD</p> <p>Central trust</p>	<p>May 2020 and reminder before 04.09.20</p> <p>Whole school and individual risk assessments updated and shared with staff wc11.01.21</p>
4	Infection enters the school site	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • Manage confirmed cases of coronavirus (COVID-19) amongst the school community • Contain any outbreak by following local health protection team advice • Protocols for deliveries to school – signage at the entrance to the school to explain process • Protocols for visitors – reduce as much as possible, for those essential to provision, follow protocols and display sign advising to socially distance, use own resources where possible and wash/sanitise hands, wear face covering • Measures in place to avoid need for most common reasons for parents to enter school office eg forgotten lunchboxes and water bottles (school to provide school meal and spare disposable water bottles available) • Staff to bring minimal belongings into school • System for families to collect items they need eg learning packs and reading books without entering school site 	<p>All staff and families</p> <p>SLT</p> <p>Office staff</p> <p>VJD and all teaching staff</p>	<p>Ongoing from Sept 2020</p> <p>Sign 14.09.20</p>

		<ul style="list-style-type: none"> Children to avoid bringing items in from home eg cuddly toys, show and tell, birthday treats for the class etc. Photos to be emailed to staff if appropriate instead. Visitors asked to wear face coverings 		From 05.01.21
5	Use of sports coaches who work in several schools and with both groups of children	<ul style="list-style-type: none"> Staff who work across more than one school will need to maintain social distancing and strict safer working practices (eg handwashing, cleaning equipment and rooms between groups). Staff who work across more than one bubble to follow these protocols where possible. Induction to be provided about school's protocols Individual music lessons and sports clubs to be suspended during period of lockdown 	VJD	From 18.01.21
6	Staff not aware of testing protocols	<ul style="list-style-type: none"> Communication planning Reinforce support available for staff and their families Remind staff of self-referral testing process and employer testing referral process Testing results to be communicated to school leadership 	VJD	Email sent to all staff when first announced Ongoing reminders, including INSET day Sept 20
7	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> Small numbers of staff in school Separate staff rooms for each group of staff (office and SLT to use main staffroom as well) Office staff have option to bring kettle etc into office 	VJD	Ongoing from Sept 20
8	Staff sharing equipment (part time)	<ul style="list-style-type: none"> No shared equipment for staff where possible - use own pens, named 2 way radios etc Rigorous cleaning of shared equipment eg ipads, laptops if sharing is unavoidable Protocols around usage of shared equipment such as photocopying – wipes and sanitiser to be used 	VJD All staff to follow protocols	Ongoing from Sept 2020 and regularly monitored

		<ul style="list-style-type: none"> Regular cleaning of equipment between home and school such as laptops 		
9	Delays or difficulties contact tracing if there is a confirmed case	<ul style="list-style-type: none"> Online registers of children attending and staffing can be accessed from school or home SLT to keep own record of any close contacts Wrap around care provider asked to keep details of contacts and be available for contact tracing 	VJD	From 05.01.21
10	Reduced capacity due to a member of senior leadership contracting Covid-19	<ul style="list-style-type: none"> Short-term: Re-allocate key duties during period of illness Medium-term: ask for support from USP to provide additional leadership capacity Identification of staff who are able to 'step-up' if required Mechanisms in place to share key passwords, documents etc if need arises 	VJD	Ongoing
11	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> Adjust current priorities to focus on high quality remote learning Adjust priorities termly Seek support from the Trust for identified areas of concern/ weakness 	VJD and central trust staff, LGB	Ongoing
12	Induction for staff	<ul style="list-style-type: none"> Induction for new staff on all policies and procedures, if this has not already taken place as new protocols. Induction in new protocols for all staff who haven't been working during the closure period. Induction for staff who have been furloughed when they return. 	VJD and HA	Ongoing
13	Unable to support intimate care for reception pupils in a safe manner (PPE / CPD?)	<ul style="list-style-type: none"> CPD with effective PPE provided as per guidelines. Review Intimate Care Policy 	VJD and LJ	Before 01.09.20
14	Children attending wrap around care by another provider (KEB)	<ul style="list-style-type: none"> Liaise with provider to maintain school 'bubbles' where possible as possible Provide space in school (Meeting Room) to allow for more groups 	VJD	Ongoing

		<ul style="list-style-type: none"> WAC staff to label designated toilet and wash basin in school and to clean all regularly touched surfaces and toilets/wash basins after each session 		
15	Ensuring that staff who are in work but have household members shielding, are able to maintain stringent social distancing.	<ul style="list-style-type: none"> Individual risk assessments for vulnerable staff Workplace risk assessments are in place and regularly monitored/reviewed. Follow COVID 19 guidance for all educational settings 	VJD	ongoing
16	Anxious staff	<ul style="list-style-type: none"> Induction on new protocols to reassure on how risks are being managed to protect staff. Constant reminder of trust wellbeing scheme and other support available including occupational health. Regular communications with staff who continue to work from home. Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category. Support from OM Wellbeing for anxiety Individual risk assessments for high risk staff or on request 	VJD	ongoing
17	Staff transport into work	<ul style="list-style-type: none"> All staff to minimise the use of public transport and use alternative methods of getting into work if possible. School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP. 	VJD	ongoing
18	Pregnant members of staff	<ul style="list-style-type: none"> Should attend school, risk assessment as fall into 'vulnerable' category' 	VJD	As needed
19	Use of outdoor equipment spreads infection	<ul style="list-style-type: none"> Equipment restricted to each bubble and changed at weekends to allow 72hrs between use 	All relevant staff	Re-share with staff 12.01.21

		<ul style="list-style-type: none">• Equipment to be cleaned after use each day by MDSAs		
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b) Curriculum

	Risk	Countermeasure	By whom?	By when?
1	School equipment spreads infection for one each	<ul style="list-style-type: none"> • Pupils have their own items if frequently used eg learning pack with books, pencils etc • Laptops and headphones to be wiped by children before and after use • Classroom based resources to be kept within bubble and cleaned weekly or left for 48/72hrs • Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • 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. • System for changing reading books and quarantining those returned to school. Option for online reading eg Epic • Ride on toys to be wiped down 2 x week if used at break times 	<p>VJD to set up protocols and share with staff</p> <p>All teachers and other staff responsible for implementing</p> <p>HA</p>	<p>Reviewed 12.01.21</p>
2	Children miss out on education	<ul style="list-style-type: none"> • Follow DfE guidance on remote learning (see intro) • Support from trust on best practice • Refine whole school approach and protocols for addressing lack of engagement and share this with staff and parents by 25.01.21 • Continue to evaluate, review and develop approach 	VJD	<p>By 25.01.21</p> <p>Ongoing</p>

c) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?	By when?
1	Children require additional support to follow these measures	<ul style="list-style-type: none"> • Work with parents and outside agencies if needed • Individual risk assessments if needed 	VJD/HA	Ongoing as needed
2	High risk pupils with challenging behaviour require restraint or having other high risk behaviours (eg spitting) posing additional risk to themselves and staff	<ul style="list-style-type: none"> • Staff allocated according to relationships thereby reducing potential for risk • Individual risk assessments and positive handling plans • Visors and disposable aprons to be worn when spitting is a known risk • Work closely with outside agencies and parents 	HA	Ongoing
3	Higher than usual numbers of safeguarding incidents	<ul style="list-style-type: none"> • The trust has revised the recommended child protection policy to reflect the return of more pupils • Designated safeguarding leads (and deputies) will be provided with sufficient time, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate • Attention is paid to communication with school nurses 	VJD	Regular reminders/training for staff
4	Pupils' mental health suffers as an effect of lockdown and the disruption over the last year	<ul style="list-style-type: none"> • Weekly welfare calls logged by staff • System of escalation of concerns shared with staff • Ensure staff are aware of sources of help and resources available • Trauma Informed Schools UK training for all staff • Activities to support wellbeing at class and whole school level eg zoom class meeting and assemblies, weekly challenges, daily videos from teachers etc. 	VJD/HA	Training opportunities July and Sept 2020 and ongoing after this.

d) Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> • SENCO to monitor and review provision for SEND children, working with teachers, parents and outside agencies where appropriate • Local authority risk assessment completed for children with EHCP outlining how their needs and the provision in their ECHP is being met • Remote learning to take into account the needs of SEND children and their access to learning monitored by SENCO/SLT 	HA	Ongoing By 25.01.21
SEE ALSO ADDENDUM TO SAFEGUARDING POLICY				

22.02.21