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| **FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC** | |
| **Logo  Description automatically generated**  **The Green. Wolviston. TS22 5LN**  **Tel: 01740 644374**  **Email:**[**enquiries@wolviston.org.uk**](mailto:enquiries@wolviston.org.ik)Head Teacher: Mrs S. Hawes | |
| **Persons at Risk:** Pupils, Employees, Parents, Visitors and Contractors | |
| **HAZARDS** | 1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed 2. Social Distancing Measures Not Followed During Travel to and from School 3. Inadequate Cleaning/Sanitising 4. Shared Resources 5. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors 6. Site User Becoming Unwell 7. Site User Developing Symptoms 8. Inadequate Hand Washing/Personal Hygiene 9. Inadequate Personal Protection and PPE 10. Visitors, Contractors and Spread of Coronavirus 11. Inadequate Ventilation 12. Fire and intruder alarms and emergencies |

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| **Hazard 1:** Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed | | | | |
| **Control Measures** | **Additional School Information** | YES | NO | N/A |
| Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group | Children attending school will be assigned into Bubbles which DO NOT mix. Where possible, staffing will remain consistent to usual deployment Additional MDS have been employed to maintain Covid safety measures   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bubble** | | **No of children** | **Staff** | **Nannies** | | **1** | Nursery  Class 1 | 26  (10 lunchtime)  15 | CA/SG/AD/LD  + SCITT | DH/LH/EG | | **2** | Class 2 | Y1 - 15  Y2 - 15 | JW/MR/AB | MR/KR | | **3** | Class 3 | Y3 – 15  Y4 - 16 | AW/CC  + SKITT | AB/MG | | **4** | Class 4 | Y5 - 14  Y6 - 12 | JC/VF | VF/MH | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups | 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 | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Distinct groups or ‘bubbles’ that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible | Details as above | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Primary schools may be able to implement groups that are 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 the group become ill with coronavirus (COVID-19). | Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized ‘bubbles’ | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups | Bubbles DO NOT mix. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible | No interaction between Bubbles takes place. Separate areas have been allocated for each Bubble. The hall which is used on separate occasions is thoroughly cleaned between Bubble sittings. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group | Children in the EY/KS1 Bubble cannot socially distance, however staff continue to give messages around ‘safe spaces’ to encourage/deepen understanding. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Schools 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 | Breakfast and After-School Club are to open to all pupils.  Children will be separated according to Bubble and use different areas of the hall. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Siblings may be in different groups | Bubbles are organised by pupil age | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable | Staff have been deployed into specific Bubbles, as far as possible movement between Bubbles does not occur | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults | Staff to maintain safe protocol | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The number of interactions or changes are minimised wherever possible | Bubble organisation and staff deployment will limit interaction | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where possible adults maintain a 2 metre distance from each other, and from children | Staff will receive regular reminders regarding socially distancing measures. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Adults avoid close face to face contact and limit time spent within 1 metre of anyone | - 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 either as a one-off contact or added up together over one day) with an infected individual  [Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Educational and care support is provided as normal to pupils who have complex needs or who need close contact care with other increased hygiene protocols in place to minimise the risk of transmission | Meetings with parents of children with EHCPs have taken place Spring 2:2. Details of support can be found on their SEN Support Plans | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers | In some cases, the pupil’s medical needs will mean this is not possible, and educational support will require flexibility. [Our guidance on supporting pupils at school with medical conditions](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf) remains in place | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| In KS2, where social distancing is easier, children are seated side by side and facing forwards, rather than face to face or side on.  In EY/KS1 it is extremely difficult to enforce social distancing so classroom layout has reverted to pre-Covid. Children sit in groups. | In KS2 furniture is arranged in accordance to this control measure. In EY/KS1 learning is inhibited by seating in rows. Staff will take extra precaution whilst face to face, remaining socially distanced. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Unnecessary furniture has been moved out of classrooms to make more space | Some items of furniture has been moved to allow compliance | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Large gatherings such as assemblies or collective worship with more than one group do not take place | For those children who need to lip read staff will take extra precaution whilst face to face, remaining socially distanced | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building | Consideration to designated rooms by each Bubble has been given. Staff will avoid creating busy corridors, entrances and exits. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Break times are staggered so that all pupils are not moving around the school at the same time | EY/KS1 Bubble: Access outdoor provision (flexible)  KS2 Bubble: Use areas on school site | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Lunch breaks are staggered | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bubble** | | **Time** | **No of children** | **Outdoor** | | **1** | Early Years | 11.45 - 12.45pm | 30/10 | DH/LH | | **2** | Class 2 | 12.00 - 1.00pm | 30 | MR/KR | | **3** | Class 3 | 12.15 - 1.15pm | 31 | AB/EG | | **4** | Class 4 | 12.15 - 1.15pm | 26 | VF/MH |   Class 3/4 on rota. If on first lunch children go straight into the hall, second class to play outside. Whistle blown to notify children. Tables and shared touch points are sanitised by duty staff between sittings. Designated school site areas, for children to play have been allocated | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other | Staff must still have a break of a reasonable length during the day  Only one member of staff is allowed in the staffroom at any given time. Drinks are taken, using provided lidded cups, to rooms where children are not occupying, to ensure staff have a break | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Staff meetings take place remotely where possible.  Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times | Virtual staff meetings take place where staff stay in their classrooms and join the meeting. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school | Staggered start and finish times do not reduce the amount of overall teaching time. A staggered start may include: staggering break time but retaining the same amount of teaching time, keeping the length of the day the same but starting and finishing later to avoid busy periods | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Parents’ drop-off and pick-up protocols planned to minimise adult to adult contact | Letter sent to parents, 26th February 2021, gives further detail | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing | This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time | This will reduce the amount of people assembling in and around the school grounds and will help with social distancing | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school | Letter sent to parents, 26th February 2021, gives further detail | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Parents and pupils are told 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, only one adult per family should enter school grounds to drop off or collect) | Letter sent to parents, 26th February 2021, gives further detail  Signage | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) | Signage has been purchased and installed | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Schools can resume educational day visits from 12 April | Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Schools can undertake domestic residential education visits, from 17 May | Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time. |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Pupils are kept within their consistent groups (bubbles) for the purpose of the domestic residential educational visit |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place | You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Schools do not go on any international visits this academic year up to and including 5 September 2021 | The position beyond 5 September will be reviewed again in advance |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member | Additional MDS have been employed to ensure this safety measure | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Activities taking place outdoors can happen in groups of any number | This is because the transmission risk is lower outside | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day | School will work with known external wraparound providers | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| From 17 May, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number | However, it remain important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Smaller groups should be considered when it is not possible to keep children in consistent groups every time they attend the setting |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| When considering appropriate group sizes important factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation are taken into account | For example, guidance for [providers of grassroots sports and sport facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities) recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.  The guidance for [providers who run community activities. holiday clubs, after-school clubs, tuition and other out-of-school provision for children](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak) may help you to plan extra-curricular provision, including appropriate group size | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:  • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.  • encourage them to check providers have put in place their own protective measures  • send them the link to the guidance for parents and carers | School will work with known external wraparound providers | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:  • considered the relevant government guidance for their sector  • put in place protective measures | Not applicable |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |

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| **Hazard 2:** Social Distancing Measures Not Followed During Travel to and from School | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Parents and pupils are encouraged to walk or cycle to their education setting where possible | Where possible children are encouraged to walk to school. However as so many live out of the village the majority of pupils are driven to school. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport | [Safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 3:** Inadequate Cleaning/Sanitising | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place | Caretaker to meet with cleaning staff to inform, instruct on new proposals and requirements. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Frequently touched surfaces such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal | Cleaning equipment in each Bubble and staff will take place regularly during the day. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use | Antibacterial wipes are available to sanitise these areas. Hand gel is also available for users. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Bins for tissues and other rubbish are emptied throughout the day | Disposable tissues are provided. Lidded pedal bins in place in all classrooms, designated for used tissues, and are emptied daily. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary | Stock level of supplies to be checked with Site Supervisor and Senior Administrator. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it | Designated items of play equipment is available for use in each Bubble. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Outdoor playground equipment should be more frequently cleaned | Separate outdoor play equipment is available for use in each Bubble. Equipment is sanitised between sessions if required to be used by others. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 4:** Shared Resources | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| 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 | Items of stationery is provided for pupils and staff. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Classroom based resources, such as books and games, can be used and shared within the group; these are cleaned regularly, along with all frequently touched surfaces | Equipment is sanitised between sessions if required to be used by others. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Resources that are shared between groups, 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 groups | Steps have been taken to minimise the use of shared resources, where resources are shared they are quarantined and/or sanitised thoroughly before use | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Pupils can bring essentials such as lunch boxes, hats, coats, stationery and bags in to school | Only KS2 children may bring their own stationery into school | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either:  • restricted to one user  • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals | Most equipment is put into quarantine after cleaning. Where equipment can withstand cleaning and disinfecting between each use, it is put back into general use. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| 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. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources | It is very difficult to adequately clean books, any borrowed reading books will be quarantined for 48hrs before being borrowed by another child. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day | Antibacterial wipes are available in each Bubble. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 5:** Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school | Staff to contact HT immediately on receiving a positive test result | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so | Staff have been notified | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Pupils, staff and other adults must not come into the school if:  • they have one or more [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works%23part-1-people-who-develop-symptoms-of-coronavirus)  • a member of their household (including someone in their [support bubble](https://www.gov.uk/guidance/making-a-support-bubble-with-another-household) or [childcare bubble](https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household)  if they have one) has coronavirus (COVID-19) symptoms  • they are required to [quarantine having recently visited countries outside the Common Travel Area](https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive)  • they have had a positive test  • have been in close contact with someone who tests positive for coronavirus (COVID-19) | Staff have been notified | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after:   * the start of their symptoms * the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) | Staff aware and understand need of current practice. LFD Tests are carried out on a Monday and Thursday of each week, results are reported to NHS Track and Trace regardless of outcome, where positive a PCR test is booked. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia | This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| The school recognises that if they 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 will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required | You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings 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 pupil. Pupils should be able to continue attending both settings. | While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support | No staff are classed as Critically Extremely Vulnerable | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission | In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Staff with specific health conditions who fall within the CEV category and have been shielding, are advised to stay at home as much as possible.  If working from home is not possible, they may be asked to return to work. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible | Individual risk assessments are needed and guidance must be sought | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated | This may change as we get further data on the effects of vaccination | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings | The Head Teacher is aware of staff who are in this situation. Support is in place for them. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission | No staff are classed as Critically Vulnerable | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the system of controls | Information available on who is at higher risk from coronavirus |  |  |  |
| Pregnant women are in the ‘clinically vulnerable’ category | School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.  Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase.  Individual Risk Assessments will need to be subject to regular review  [RCOG Q&A covid19 virus infection and pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| We currently advise, due to the increased risk of serious illness and premature birth after 28 weeks gestation arising from Covid, that pregnant colleagues in their 3rd trimester do not attend a physical workplace. Therefore, from now on pregnant employees in their 3rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28th week of pregnancy. | As pregnant women are currently advised not to be vaccinated and there continues to be moderate levels of coronavirus transmission within the community, we have decided to continue to advise those in the 3rd trimester of pregnancy to continue to remain away from workplaces. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing. | Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme    Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Volunteers may be used to support the work of the school, as would usually be the case | Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual | Visiting colleagues will ensure they minimise contact and maintain as much distance as possible from other staff | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff | To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings | Visiting colleagues will ensure they minimise contact and maintain as much distance as possible from other staff | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Supply staff, volunteers and other temporary or peripatetic staff can move between schools. | They should ensure they minimise contact and maintain as much distance as possible from other staff.  Such staff and visitors must follow your school’s arrangements for managing and minimising risk based on the system of controls.  They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.  This also applies to other temporary staff and volunteers working in schools such as:   * support staff working on a supply basis * peripatetic staff such as music tutors and sports coaches * those working in before and after school clubs | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 6:** Site User Becoming Unwell | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| 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 the guidance which sets out that they must   * be sent them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days * be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) * be advised to [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) as soon as possible to see if they have COVID-19 | Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If a pupil 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 of the Pupils and with appropriate adult supervision if required. A window should be opened for ventilation. | Children will wait to be collected in an area which is distanced, yet fully supervised. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else | Toilet will be cleaned afterwards, if used by the waiting child | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs) | Please see Inadequate Personal Protection & PPE section of this risk assessment | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household | If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result | If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| In an emergency, call 999 if the pupil 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 | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:   * the symptomatic person subsequently tests positive * they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) * they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation * they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| 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 | Hypoallergenic liquid soap is available for all site users to use. Hand washing signs are displayed and good hygiene is modelled by staff | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people | [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 7:** Site User Developing Symptoms | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit | The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School have received an initial supply of 10 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out | Tests are stored securely and overseen by school administrator. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School determines how to prioritise the distribution of their PCR test kits in order to minimise the impact of the virus on the education of their pupils. | Test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.  These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance [Coronavirus (COVID-19): test kits for schools and FE providers](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers). | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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 & Trace | Information has been communicated to parents/carers.  KS2 Bubble records seating arrangements. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| 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 | Staff have been informed | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus | Staff have been informed and understand expectations | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) | 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 | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support | Where required, HT will liaise with the child’s social worker, to agree the best way to maintain contact and offer support to the vulnerable child. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Parents and staff are asked to inform the school immediately of the results of a test | Schools will not share the names or details of people with coronavirus unless essential to protect others | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test. |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms. |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period | Someone could still develop coronavirus within the remaining days | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Schools 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 can be anyone who:   * lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) * has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self-isolating): * face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre * been within 1 metre for 1 minute or longer without face-to-face contact * been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) * travelled in the same vehicle or a plane | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority | This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place | Follow the [COVID-19: guidance for households with possible coronavirus infection guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 8:** Inadequate Hand Washing/Personal Hygiene | | | | | |
| **Control Measures** | **Additional Information** | | YES | NO | N/A |
| Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;   * when they arrive at the school * when they return from breaks * when they change rooms * before and after eating | Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating | Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans | Staff informed | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff | Not applicable | |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands and this has been considered | Not applicable | |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Help given to pupils with complex needs to clean their hands properly | Staff will model and assist in the hand washing routine. | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them | Not applicable | |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Hands are washed with liquid soap & water for a minimum of 20 seconds | [Guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public) | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The school has considered whether they have enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly | Sanitiser available in every classroom and shared area. Routines for handwashing clearly embedded | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion. | Skin friendly cleaning wipes can be used as an alternative | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them | Staff will model and assist in the hand washing routine. | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| **Control Measures** | **Additional Information** | YES | NO | N/A |  |
| The ‘catch it, bin it, kill it’ approach is very important and is promoted |  | Posters are displayed around the school site | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Disposable tissues are available in each room for both staff and pupil use | Caretaker checks and replenishes when needed. Stock levels checked | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Bins (ideally lidded pedal bins) for tissues are available in each room | New lidded bins have been purchased and are in each classroom. They are emptied daily. | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School has embedded the ‘catch it, bin it, kill it’ approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates | The [e-bug](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) website contains free resources for schools, including materials to encourage good  hand and respiratory hygiene | | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 9:** Inadequate Personal Protection & PPE | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom | Visors and face coverings are worn in communal areas | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Children in Primary schools do not need to wear a face covering | Letter to parents 26th January 2021 | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission | Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning | All staff wear a face mask and/or visor in all other areas of the school | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission | Training and guidance given to staff, staff have signed they have read and understood this guidance | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use | Staff have been notified | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where a face covering becomes damp, it should not be worn and the face covering should be replaced | Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs | Supplies are kept in the main office | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances | Trust policy of wearing a face mask and a visor is adhered to. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn | All staff wear face covering and visor and will continue to do so if a child becomes ill. If deemed necessary, staff’s face covering and visor will be discarded if closer contact had taken place. This will illuminate surface contact risks.  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 10:** Visitors, Contractors & Spread of Coronavirus | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| All visitors and contractors must make pre-arranged appointments or they will not be allowed on site | Social distancing for essential deliveries takes place. Non-essential visitors have ended | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival | Arrangements are only made by the head teacher/school administrator | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where visits can happen outside of school hours, they are arranged as such | If possible arrangements are made out of school hours | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely | Arrangements are only made by the head teacher/school administrator | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention | Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school’s control measures | These programmes are essential for children’s health and wellbeing | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities | Not applicable |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. | Visitors are recorded on entry, records are kept and can be referred to when necessary. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 11:** Inadequate Ventilation | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Occupied spaces must always be well ventilated and a comfortable teaching environment maintained | **Mechanical ventilation systems** – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Ventilate spaces with outdoor air | **Natural ventilation** – if necessary external opening doors may also be used provided this doesn’t compromise safeguarding measures | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where possible, occupied rooms (including toilets) windows should be open | Where possible, to avoid direct drafts, tables/chairs have been moved | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal | Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) and [CIBSE coronavirus (COVID-19) advice](https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems). | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Prop doors open. Fire doors must not be propped open unless they have a self-closing hold open device fitted. | The use of door handles will be reduced and air will circulate | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open | When it is cold windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Consideration given to opening high level windows to reduce draughts |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Consideration given to only opening every other window instead of all windows when the heating is activated |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| The school offers flexibility to allow additional, suitable indoor clothing | For more information see https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#school-uniform | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces | Children are encouraged to wear layered clothing and checks are made regarding comfort levels. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air | Where desk fans are used they pointed away from people and pointed at walls | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If school needs to use additional heaters they only use sealed, oil filled electric heaters | Additional heaters: where used are appropriate. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| **Hazard 12:** Fire and Intruder Alarms and Emergencies, including Lockdown | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| All staff and children to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes. | Staff will notify children of evacuation routes and assembly points.  Half termly evacuation drill practices will continue. Drill records kept.  Spring 2:1 Fire Drill - 26.1.21 (11.10am) 43 children in attendance. Building evacuated in 1m 36s.  Spring 2:2 Fire Drill - (2.10pm)  Children in attendance. Building evacuated in 1m 23s. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available | All staff have been informed. A map marking positions of emergency cut off points is displayed in the staffroom and school entrance. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of new emergency out of hours contact details | Head Teacher and caretaker to liaise with provider. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| An up-to-date log has been maintained with regards to checking and testing of fire safety equipment. | Recorded in the fire log book. | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **The Teaching of Music, Dance and Drama During the Pandemic**  This risk assessment must be read in conjunction with the FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8th MARCH risk assessment | |
| **Persons at Risk:** Pupils, Employees, Parents, Visitors and Contractors | |
| **HAZARDS** | 1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed 2. Cumulative Aerosol Transmission 3. Shared Resources 4. Inadequate Hand Washing/Personal Hygiene |

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| **Hazard 1:** Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Adults maintain a 2 metre distance from each other, and from children |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Individual lessons in music, dance and drama can resume in schools |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| During 1-2-1 lessons 2 metres social distancing between pupil and teacher is maintained |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Particular care is taken in music, dance and drama lessons to observe social distancing where possible | This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Where it is necessary to use peripatetic teachers, those individuals will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff | No peripatetic teachers will visit Wolviston Primary School before the beginning of Summer Term (12th April 2021) |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| School ensures that peripatetic teachers maintain distancing requirements with each group they teach |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| School ensures that peripatetic teachers avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| School ensures that peripatetic teachers make efforts to reduce the number of groups taught and locations in school worked in, to reduce the number of contacts made |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| In individual lessons for music, dance and drama, social distancing should be maintained, meaning teachers should not provide physical correction |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Hazard 2:** Cumulative Aerosol Transmission | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Performances with an audience do not take place | Any performances will be streamed virtually, subject to the usual safeguarding considerations and parental permission | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Playing instruments and singing in groups should take place outdoors wherever possible | If indoors, consider limiting the numbers in relation to the space | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If playing indoors, use a room with as much space as possible, for example, larger rooms | Rooms with high ceilings are expected to enable dilution of aerosol transmission | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If playing indoors, numbers are limited to account for ventilation of the space and the ability to social distance |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If playing indoors, rehearsals are for limited periods of time at a reduced level of loudness using microphones for amplification if necessary |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained | Singing in large groups will not take place |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians/accompanists | Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) **Where practicable**, performers should wear a face covering to mitigate mass aerosol expelled during singing | [Principles of Safer Singing](https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| **Hazard 3:** Shared Resources | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| If possible, do not share microphones | If they are shared, follow the guidance on [handling equipment](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment) | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Avoid sharing instruments and equipment wherever possible | Place name labels on equipment to help identify the designated user, for example, percussionists’ own sticks and mallets | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| If instruments and equipment have to be shared they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment | Instruments should be cleaned by the pupils playing them, where possible. This will only apply to percussion instruments  [Hygiene:](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5) Guidance | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Handling of music scores, parts and scripts is limited to the individual using them |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| The number of suppliers is limited when hiring instruments and equipment |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Schools should agree whose responsibility cleaning hired instruments is with the suppliers |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Hire equipment, pupil’s own instruments, instruments brought on site by peripatetic teachers, tools or other equipment is cleaned on arrival and before first use |  |  |  | How can i display a tick mark and some text on a JButton - Stack Overflow |
| Equipment, pupil’s own instruments and instruments brought on site by peripatetic teachers should be stored in a clean location if brought on site before they are needed, and they should be cleaned before first use and before returning the instrument |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| Pick up and drop off collection points are created, to avoid passing equipment such as props, scripts, scores and microphones hand-to-hand |  | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |
| **Hazard 4:** Inadequate Hand Washing/Hygiene | | | | |
| **Control Measures** | **Additional Information** | YES | NO | N/A |
| Handwashing, with soap and water, of 20 seconds duration takes place before and after handling equipment and before and after lessons | Staff notified | How can i display a tick mark and some text on a JButton - Stack Overflow |  |  |

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| **Summary** | | | | | | |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | | | | **Yes** | |
| What is the level of risk for this activity/situation with existing control measures | | | | | **Med** | |
| Is the risk adequately controlled with existing control measures | | | | | **Yes** | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | | | | **No** | |
| **ACTION PLAN** | | | | **To be actioned by** | | |
| Further control measures to reduce risks so far as is reasonably practicable | | | | **Name** | | **Date** |
| **Working from Home Risk Assessment completed by all members of Teaching Staff** | | | | **SH, JW, SG,  CA, AW, JC** | | **12th February 21** |
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| State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment | | | | | **Med** | |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | **Yes** | |
| Is activity still acceptable with this level of risk? | | | | | **Yes** | |
| If no, has this been escalated to senior leadership team? | | | | | **N/A** | |
| **Assessor:** | Mrs. S. Hawes | **Signature:** | C:\Users\WVSusan.Hawes\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7YAT594L\image001.png | | | |
| **Position:** | Head Teacher |
| **Date:** | 16th May 2021 | **Review Date:** | 17th June 2021 | | | |

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| Risk rating | Action |
| **HIGH** | Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly likely – stop work, seek competent advice) |
| **MEDIUM** | Review/add controls (as far as reasonably practicable) & monitor |
| **LOW** | Monitor control measures |

