

# COVID-19 School Site Risk Assessment 19<sup>th</sup> July 2021



## Astrea Academy Trust

INSPIRING BEYOND MEASURE

<b>Name of School:</b>	Lower Meadow Primary
<b>Completed by:</b>	Jane Dawtry
<b>Executive Approval:</b>	Jane Dawtry
<b>Internal Review:</b>	Steven Harrison – Health and Safety Manager
<b>Date:</b>	05.8.21

## **19<sup>th</sup> July 2021**

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

### **Risk Assessment**

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see [annex A](#).

### **Control Measures**

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### **Stepping measures up and down**

You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The government will review its approach for enhanced response in local areas before Step 4.

If you have several confirmed cases within 14 days, you may have an outbreak.

You should 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, such as implementing elements of your outbreak management plan. 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.

The [contingency framework](#) describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

**Instructions for completion – the aim of the risk assessment is to evaluate the hazards associated with COVID-19, what can be done to remove them or minimise the level of risk by adding control measures, as necessary. Please complete all sections and use Red (high risk), amber (medium risk) and green (low risk) as your rating. For further advice on completing a risk assessment please visit the [HSE website](#).**

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
<b>Covid-19</b>	Staff having appropriate knowledge on virus, transmission, and risk	Employee, pupils, agency staff, member of the public	All staff to keep themselves updated and follow the latest <a href="#">Government</a> and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	Briefing for staff on 2 <sup>nd</sup> Sept regarding risk assessment and latest government guidance  Updates will be sent to staff when required due to process changes or changes in control measures are implemented		5.8.21
<b>Transmission of Covid-19 via transport to setting</b>	Increased transmission of virus on arrival at school setting	Employee, pupils, agency staff, member of the public	<b>From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.</b>  Transport services to education settings should continue to be provided.  Dedicated school services can take different forms and may include: <ul style="list-style-type: none"> <li>• coaches regularly picking up the same pupils each day</li> <li>• minibuses</li> <li>• services which are used by different pupils on different days</li> <li>• services for pupils with SEND</li> </ul> <p>The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances. Do speak to the local authority or transport provider so that you understand the approach they</p>	HI staff to liaise with the transport provider and obtain risk assessments to ensure effective controls are implemented by the service provider.  HI lead staff member informed of changes and liaising with transport provider and families  Staff are to ensure that pupils wash hands / sanitise on arrival to school  School is to provide direction to government guidance relating to the use		5.8.21

			<p>are adopting. You might wish to request a copy of their updated risk assessment. It is important, wherever it is possible, that:</p> <ul style="list-style-type: none"> <li>• pupils clean their hands before boarding transport and again on disembarking</li> <li>• additional cleaning of vehicles is put in place</li> <li>• organised queuing and boarding is put in place</li> <li>• fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</li> </ul> <p>Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19).</p> <p>Children, young people and staff can continue to use public transport where necessary. We encourage everyone to walk, cycle or scoot wherever possible and safe.</p>	<p>of public transport at school (Parent App, Email, other methods of communication)</p> <p>No pupil is permitted entry to school if they are showing symptoms of COVID 19 or have a positive test – this would mitigate the risk of a symptomatic person using transport</p>		
<p><b>Effectively implementing infection protection and control</b></p>	<p>Staff and Children/ Young People being unable to adhere to control measures therefore increasing the transmission and spread of Covid-19</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>You should:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p><b>Ensure good hygiene for everyone</b></p> <ol style="list-style-type: none"> <li>1. Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li>2. Respiratory hygiene The ‘catch it, bin it, kill it’ approach continues to be very important. <a href="#">The e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.</li> <li>3. Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education, childcare and children’s social care settings</a> provides more information on the use of PPE for COVID-19.</li> </ol> <p><b>Maintain appropriate cleaning regimes, using standard products such as detergents</b></p>	<p>Handwashing as pupils/staff enter school, after break times and before lunch in place – to be monitored by staff</p> <p>Sanitising stations around school in corridors and outside classrooms, entrance doors – site teams to check contents of dispensers on a regular basis</p> <p>Posters will be in place around school in key areas such as toilets to serve as a reminder to wash hands and on good hand washing technique.</p> <p>Staff briefed on keeping rooms ventilated with windows open where possible and use of external doors (if appropriate) to provide some additional fresh air as required – regular reminders for staff through staff meetings/email on requirements for ventilation</p>		<p>5.8.21</p>

		<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p> <p><b>Keep occupied spaces well ventilated</b></p> <p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature. The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p> <p>DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.</p>	<p>Enhanced cleaning regime maintained with additional cleaning of frequently touched areas during the day e.g. door handles</p> <p>All classrooms will have a supply of cleaning equipment in place that can be used by members of staff to all for frequent cleaning of surfaces and touch points in class rooms – substances will be stored in a secure area</p> <p>All waste will be removed from areas on a daily basis – unless that area may have had contact with a symptomatic person in which case waste will be quarantined for 72 hours before being allowed in general waste stream</p> <p>Face coverings will only be worn at times when PPE equipment is required to support a child with symptoms.</p>	
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		<p><b>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <p>When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>.</p> <p>They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings guidance</a>. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p><b>Face coverings</b></p> <p>From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. You can find more information on the use of <a href="#">face coverings including when to wear one, exemptions and how to make your own</a>.</p> <p>From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.</p> <p><b>In circumstances where face coverings are recommended</b></p>	<p>Any pupil who develops symptoms during the day will be escorted to the isolation room – isolation room will be ventilated with open windows and staff with the pupil will wear PPE (face covering, visor, medical grade gloves)</p> <p>Parents will be called to collect the child, once the child has been collected the room will be subject to a deep clean by a member of staff wearing appropriate PPE (face covering, visor, medical grade gloves)</p> <p>Any waste from the isolation room will be quarantined for 72 hours before being permitted to the general waste stream</p> <p>Any member of staff displaying symptoms is to leave the site – inform their line manager and seek a PCR test.</p> <p>Face coverings are now not recommended in school settings – however the school will maintain a supply for use in limited circumstances</p>	
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<p><b>Reducing transmission of Covid-19 through effective hand washing</b></p>	<p>Staff and pupils having sufficient opportunity through the school day to implement effective hand washing</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Follow Hand Washing protocol at appendix 1 below <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul> <p>Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</p> <p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</p> <p>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.</p> <p>Continue to help pupils with complex needs to clean their hands properly.</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should consider:</p> <ul style="list-style-type: none"> <li>• whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly</li> <li>• if you need to supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> </ul>	<p>Handwashing times and stations available for both pupils and staff throughout school. Site manager ensures enough supplies and all staff request additional materials when required.</p> <p>Pupils wash their hands on entering school, after break times, after a change of classroom and before and after eating or using the toilet.</p> <p>Pupils encouraged to use good hand hygiene by members of staff – posters will also serve as reminders in key areas</p> <p>Staff working with pupils who spit are encouraged to wash their hands frequently and support provided to clean areas following an outburst.</p> <p>Staff will educate pupils on the benefits of hand washing in terms of controlling viruses and on good hand washing technique</p>		<p>5.8.21</p>
<p><b>Intimate care and minimising the risk of Covid-19</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work.</p> <p>If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p>	<p>PPE equipment used to support children with nappy changing, medical needs and First Aid</p> <p>PPE will be maintained in good supply with levels checked on a weekly basis</p> <p>If a child becomes ill with symptoms, they are moved to a designated room (HI office/Principals office) to await</p>		<p>5.8.21</p>

			<p>During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> <li>• if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</li> <li>• when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> <p>Depending on local arrangements, education and childcare settings may be able to access PPE for their coronavirus (COVID-19) needs via their local authority or local resilience forum. In this context, education and childcare settings means all registered childcare providers, schools (including independent schools, special schools, 16 to 19 academies and alternative provision) and FE providers.</p> <p>For information on the arrangements in your local area, read <a href="#">personal protective equipment (PPE): local contacts for providers</a>.</p>	<p>collection. Staff to maintain 2m unless child is distressed and needs care.</p> <p>The room used for isolation purposes will be well ventilated at all times and the room will have a deep clean once the child has been collected from school by a member of staff wearing adequate PPE (face covering, visor, medical grade gloves)</p> <p>Intimate care plans are in place for key pupils in school. These are reviewed with parents termly, and more often where required. Review meetings include all staff working with the child and include any COVID safety measures required due to changes in Government guidance. Completed plans given to parents and staff.</p> <p>Any new pupils starting at school requiring intimate care have to have a meeting prior to start date with SENCO and Class teacher.</p>		
<p><b>Managing risk of an individual who display's symptoms</b></p>	<p>Employee, pupils, agency staff, member of the public</p>		<p>When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact</p>	<p>Communication to be sent out to parents on return to school in September to remind them of the requirements and how to communicate with school in the event a pupil displays symptoms.</p> <p>School will communicate the process the school will follow which will be used in the event a pupil displays symptoms</p> <p>HI office/Principal's office to be used for collection room. In the event a child displays symptoms in school they will be moved to an isolation room and parents will be called.</p> <p>The isolation room will be well ventilated at all times – in the event intimate care is</p>		<p>5.8.21</p>

			<p>is necessary, further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings guidance</a>. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p>	<p>needed a face covering, visor, medical grade gloves must be worn at all times</p> <p>Once the child has been collected the isolation room will be deep cleaned by a member of staff who will be wearing the relevant PPE as outlined above.</p> <p>All waste from the isolation room will be placed in quarantine for a period of 72 hours before being permitted into general waste streams</p> <p>Any member of staff who displays symptoms in work are to inform their line manager and are to leave the school the immediately to undertake a PCR test and self-isolate</p> <p>Any visitor to the school who displays symptoms will leave school immediately and will inform reception on the areas they have been and the persons they have had close contact with</p> <p>Members of staff are requested to perform two lateral flow tests per week – results can be recorded using school systems – reviewed end of September 21</p>		
<p><b>Managing the risk of a confirmed case of coronavirus</b></p>		<p>Employee, pupils, agency staff, member of the public</p>	<p>From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of</p>	<p>Updated guidance to be given to staff in Briefing on 2<sup>nd</sup> September and to parents on our return to school. – the OMP and this COVID RA will be communicated with members of staff</p> <p>Staff to resume twice weekly lateral flow tests on their return on 2<sup>nd</sup> September and to continue until End of Sept or further guidance given.</p>		<p>5.8.21</p>

		<p>contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p><b>From 16 August 2021</b>, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures</p> <p><b>Asymptomatic testing</b></p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.</p>	<p>If members of staff receive a positive lateral flow test they are to self-isolate, inform their line manager and carry out a PCR Test</p> <p>Any member of staff, pupil or visitor will not be permitted entry to the school in the event they display symptoms of COVID 19 or have a positive COVID 19 test</p> <p>In the event 5 or more positive cases are received within 10 days then the school will alert local public health teams and will follow all advice provided.</p> <p>An Outbreak Management Plan has been developed and will be implemented on the guidance of local public health teams</p>	
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<b>Managing the risk of containing any outbreak of coronavirus</b>			<p>If you have several confirmed cases within 14 days, you may have an outbreak.</p> <p>You should 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, such as implementing elements of your outbreak management plan. 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.</p> <p>The <a href="#">contingency framework</a> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p>Principal to contact DfE helpline if several confirmed cases – 5 or more cases within a 10 day period</p> <p>An Outbreak Management Plan has been produced and will be implemented in the event an Outbreak is declared after consultation with local health protection teams – appropriate resources have been allocated to be used in the event an Outbreak is declared</p> <p>Outbreak Management Plan is shared with all staff and is put in to place if advised to do so.</p>	5.8.21
<b>Ongoing provision of food</b>	Children, staff not receiving meals whilst in school	Employee, pupils, agency staff	<p>You should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p> <p>More information on <a href="#">providing school meals during the COVID-19 pandemic</a> is available</p>	<p>SBM to organise food packages for FSM children self-isolating</p> <p>Pupils in school will continue to receive hot or cold lunches at school</p>	5.8.21
<b>Ongoing management of the estate</b>		Employee, pupils, agency staff	<p>Fire safety management plans should be reviewed and checked in line with operational changes.</p> <p>Schools should check:</p>	<p>Site manager to conduct all relevant safety checks in week beginning 31<sup>st</sup> August.</p> <p>School continues to have fire drills in accordance with fire law regulations. – records of fire drills will be maintained to monitor performance</p>	5.8.21

		<ul style="list-style-type: none"> <li>• all fire doors are operational at all times</li> <li>• your fire alarm system and emergency lights have been tested and are fully operational Carry out emergency drills as normal.</li> </ul> <p>Refer to advice on <a href="#">fire safety in new and existing school buildings</a>.</p> <p>Where buildings have been limiting attendance to just vulnerable children and children of critical workers or had reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on <a href="#">legionella risks during the coronavirus outbreak</a>.</p> <p><b>Ventilation</b></p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <p>It is important to ensure your school is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. 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</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> </ul>	<p>Statutory servicing and testing of emergency lighting, fire alarm system, fire extinguishers is still taking place with records received</p> <p>Flushing of little used outlets carried out by the care taker on a weekly basis and recorded – temperature checks on water systems conducted with results recorded to identify any corrective actions required</p> <p>If areas of the premises are identified to have had little use over the summer break such as taps in classrooms – water outlets will be flushed for a period of 5 minutes before general use is resumed</p> <p>Staff reminded to report any defects with building or facility to site management team – communicated through staff meetings/emails</p> <p>All risk assessments such as fire risk assessments and legionella assessments will be reviewed as required by the relevant third parties</p> <p>Ventilation will be maintained through the opening of windows in classrooms and some door in the school which are not critical to fire safety</p> <p>Air conditioning units in some classrooms are used to also assist ventilation</p> <p>Staff will be provided guidance and instruction during staff meetings and emails on the importance of ventilation</p>		
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			<ul style="list-style-type: none"> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing.</li> <li>• rearranging furniture where possible to avoid direct draughts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			
<b>Managing the ongoing cleaning of the school building</b>	Reducing the risk of contact infection	Employee, pupils, agency staff, member of the public	<p>In line with this risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> <li>• encouraging pupils to wash their hands thoroughly after using the toilet</li> <li>• if your site allows it, allocating different groups their own toilet blocks</li> </ul> <p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p>	<p>Cleaning regime as prior to the Summer to remain</p> <p>Enhanced cleaning regime currently in place to allow for all areas of the school to be cleaned on a regular basis</p> <p>Classrooms have a supply of cleaning materials which is stored in a safe location – members of staff will be required to clean touch points in classrooms at regular intervals throughout the day.</p> <p>Common areas such as toilets, dining rooms will be subject to more regular cleaning during the school day – a central sheet is signed each day to show where cleaning has been completed.</p>		5.8.21

				<p>All waste will be removed from classrooms and other school areas on a daily basis – if there is a potential for contact with COVID 19 then waste will be quarantined for 72 hours before being permitted in general waste</p> <p>Common use items such as photocopiers will have anti-bacterial wipes next to them or hand sanitiser which can be used after use of the item</p>	
<b>Provision of Uniform</b>		Pupils & Parents	<p>Encourage all schools to maintain their usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>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.</p> <p>Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.</p> <p>Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.</p>	<p>Parents to be reminded about uniform requirements at start of term – policy communicated with parents</p> <p>School makes parents aware of some second hand uniform that they can obtain from school as well as donations from local businesses.</p> <p>School will permit additional layers of clothing on colder days – due to ventilation being undertaken</p>	5.8.21
<b>Effective Contingency Planning for Outbreaks in the community</b>		Employees, pupils, agency staff	<p><b>Stepping measures up and down</b></p> <p>You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The</p>	<p>Support to be gained from DfE helpline and PHE to ascertain any closures required – advice will be sought in the event of 5 positive cases within 10 days.</p> <p>TEAMS to be set up with new classes in case of any closures in order to provide online learning.</p> <p>Timetables to be communicated to parents at start of closure.</p>	5.8.21

		<p>government will review its approach for enhanced response in local areas before Step 4</p> <p>Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the <a href="#">remote education temporary continuity direction</a> are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the <a href="#">get help with remote education service</a>.</p>	<p>Staff reminded of requirements for online learning and safety measures to be used.</p> <p>Staff self-isolating – opportunities to continue working from home will be looked into and work assigned.</p> <p>An Outbreak Management Plan has been produced and will be implemented in the event an Outbreak is declared after consultation with local health protection teams – appropriate resources have been allocated to be used in the event an Outbreak is declared</p> <p>Outbreak management plan will be communicated with all members of staff on inset day to make them aware of the processes that may change.</p>		
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## Education Specific Guidance

Potential Risk	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
Effective Timetable Planning	Staff and children and young people being unable to adhere to social distancing therefore	Employees, pupils, agency staff	At Step 4 we will no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. If your school is still open at Step 4, you may wish to continue with these measures until the end of your summer term.	<p>Pre Covid lunchtime periods will return as no bubbles required</p> <p>Tables will still be wiped down in between settings and children to wash their hands before coming into the dining hall.</p>		5.8.21

	increasing the transmission and spread of Covid-19		<p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p><b>Wraparound provision and extra-curricular activity</b></p> <p>You should be working to resume all your before and after-school activities and wraparound childcare for your pupils.</p> <p>All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend.</p> <p>More information on planning extra-curricular provision can be found in the guidance for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p>	<p>Classes will mix for curriculum provision where necessary e.g. phonics</p> <p>Assemblies will be held in the hall, windows will be open and children will be sat in their classes.</p> <p>Breakfast club to restart in September – children to be sat in their Key Stage groups or family groups. Families will book into breakfast club each week so we have a log of attendance. Breakfast clubs will follow same school provisions as other school activities regarding hygiene, cleaning and ventilation</p> <p>After school clubs will return but will be limited to key stages. After school clubs will follow same provisions as other school activities relating to hygiene, cleaning and ventilation</p>		
<b>Effective Management of Classrooms</b>	Staff and children and young people being unable to adhere to control measures and/or resources not being kept	Employees, pupils, agency staff, members of the public	<p>'Bubbles' are no longer recommended although classrooms should be set up to adhere to the measures of control, in particular:</p> <ol style="list-style-type: none"> <li>1. Maintain appropriate cleaning regimes</li> <li>2. Keep occupied spaces well ventilated</li> <li>3. Promoting good hygiene for everyone</li> </ol> <p><b>Music, dance and drama in school</b></p> <p>You should continue teaching music, dance and drama as part of your school curriculum, especially as this</p>	<p>All subjects to return being mindful of ventilation and pupils hygiene when sharing equipment.</p> <p>Children will wash their hands prior and after use of equipment that is shared. Where possible, equipment will be cleaned either at the end of the day or before the start of the day before storage or will be quarantined.</p> <p>Any shared resources will be cleaned before another group uses or quarantined where possible. If this is not possible as</p>		5.8.21

	clean, therefore increasing the transmission and spread of Covid-19		<p>builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</p> <p>Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the <a href="#">music education hubs</a>, including contact details for local hubs, is available at music education hubs published by the Arts Council England.</p> <p>Schools that offer specialist, elite provision in music, dance and drama should also consider this guidance alongside the DCMS guidance on the performing arts. Specialist provision delivered by further education (FE) providers or higher education (HE) providers should consider the respective DfE guidance for these sectors.</p>	<p>they are required for teaching, children will be required to wash hands before and after the lesson.</p> <p>Each classroom has a supply of cleaning products which are held in a safe location. These will be used by staff to clean surfaces where required following an activity.</p> <p>Staff will ensure that pupils wash hands and will monitor hand hygiene for pupils - pupils will wash or sanitise hands on arrival into class and at other intervals such as when using toilets or after break times</p> <p>Singing will be mostly in class groups or in extracurricular groups such as choir.</p> <p>Any instruments used will be cleaned prior to and in between use of pupils or quarantined for at least 48 hours.</p> <p>All classrooms will be well ventilated through the use of natural ventilation – open windows – staff to report any issues with defects regarding windows to site management team</p>		
<b>Teacher disconnected from online lesson</b>	Children left 'unattended' in an online environment for which the school maintains responsibility	Pupils Teachers	As set out in document "Online Synchronous Provision – Protocol Update 6 January 2021"	<p>Staff to follow protocol set during Covid – reminders of this to be issued if remote learning is required. Two members of staff to be present in every session. If one member becomes disconnected they will contact the other member of staff to make sure they know, and also contact a member of the wider SLT team to join the call until they can return. If they can't the meeting will be ended and restarted when the other adult rejoins.</p> <p>Meeting will be ended by a member of staff so that no children can re-join.</p>		5.8.21
<b>Effective Management of Transport</b>	Increased transmission of virus on arrival and departure	Employee s, pupils, agency staff,	Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public	School will encourage walking, cycling to school when possible through communications with parents outlining the benefits (Parent App, Email, Newsletter)		5.8.21

	from school setting	members of the public	transport, they should follow the <a href="#">safer travel guidance for passengers</a> .	School will provide direction to government guidance through communications with parents regarding the safe use of public transport		
<b>Effective Communication to Parents and Carers</b>	Parents and carers having appropriate knowledge on virus, transmission, and risk within an education setting	Employees, pupils, agency staff, member of the public	<ul style="list-style-type: none"> <li>• Make clear to parents the latest changes in Step 4 government guidance</li> <li>• Make clear to parents and carers that anyone with symptoms of coronavirus cannot come into the education or childcare setting</li> <li>• Make clear to parents and carers that pupils will be sent home to self-isolate if they develop symptoms of coronavirus in the education or childcare setting</li> <li>• Ask parents and carers to inform the education or childcare setting immediately of the results of any COVID-19 tests, ensuring the collective understanding of the necessary protocols should the test results be positive as outlined in <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• If parents or carers of pupils with significant risk factors are concerned, discuss their concerns with them and provide reassurance of the measures that have been put in place to reduce risk in school</li> <li>• Involve parents and carers, as appropriate, in discussions around health and safety decisions to help them understand the reasons for the measures being put in place</li> </ul>	<p>Communication to be sent to parents on 2<sup>nd</sup> September prior to children's return on 6<sup>th</sup> September. Outlining entry/exit points, reduced numbers of adults in school at drop off/pick up, safety measures in school including cleaning, hand hygiene and ventilation, uniform requirements, how parents can speak to class teachers, reporting COVID symptoms, attendance.</p> <p>If parents have a concern or question, they can contact the Principal or Vice Principal via the school number or email.</p> <p>If the school has a concern – contact is made with the family of a pupil to provide further advice and as a reminder of school policy</p>		5.8.21
<b>Effective Cleaning and</b>	Staff and children and young people	Employees, pupils,	Settings should ensure the following protective measures are in place with regards to cleaning and hygiene:	Enhanced cleaning regime is in place throughout the school which allows for regular cleaning of all areas – further cleaning is also conducted in common areas on a regular basis		5.8.21

<p><b>Hygiene in Classrooms</b></p>	<p>being unable to adhere to control measures and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<p>agency staff</p>	<p>Points to consider and implement: Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups.</li> <li>• frequently touched surfaces being cleaned more often than normal.</li> </ul> <p>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it.</p> <p>PHE has published revised <a href="#">guidance for cleaning non-healthcare settings</a>, to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p>	<p>All classrooms will have a supply of cleaning products which can be used by members of staff to clean tables or equipment as required throughout the school day – these are stored in a safe location</p> <p>Supplies of cleaning materials will be checked on a regular basis and adequate stocks will be maintained at the school for replacements</p> <p>All pupils will be required to wash hands on arrival into classrooms, after break times, after using toilet – monitored by members of staff</p> <p>Posters will be in place around the school and in classrooms and will serve as a reminder to wash hands and provide advice to pupils on good handwashing technique</p> <p>Shared resources used in class will be wiped down where possible (end or beginning of each day) but all children will wash their hands prior and after use.</p> <p>Pupils will be provided with own stationary packs to minimise contact with others</p>		
<p><b>Effective Use of Outside Space &amp; Physical Activity in Schools</b></p>	<p>Groups encountering one another increasing the risk of transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff</p>	<p>You have the flexibility to decide how physical education, sport and physical activity will be provided while following the control measures.</p> <p>Sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your control measures.</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) and paying scrupulous attention to cleaning and hygiene. This is</p>	<p>Outdoor PE will still be prioritised dependant on the weather on the day the activity takes place</p> <p>All children wash hands prior to lesson and after.</p> <p>Equipment to be wiped down where possible (end or beginning of each day) or quarantined for 48 hours.</p> <p>Swimming lessons to resume in September following leisure centres guidance on use of changing rooms – members of staff to monitor effectiveness of controls and raise concerns with SLT if any</p> <p>Staff to be made aware of the NGB guidance around key team sports that they are teaching</p>		<p>5.8.21</p>

			<p>particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p><a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events.</a></p> <p>Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports <a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events.</a></p> <p>Indoor and outdoor competition between different schools can take place.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>• guidance on <a href="#">grassroot sports for public and sport providers</a> , <a href="#">safe provision</a> and <a href="#">facilities</a>, and guidance from Sport England</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the Youth Sport Trust</li> <li>• guidance from Swim England on school swimming and water safety lessons available at <a href="#">returning to pools guidance</a> documents</li> <li>• <a href="#">using changing rooms safely</a></li> </ul> <p>You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.</p>	<p>Any external providers running clubs have to provide a risk assessment to show how they are maintaining hygiene and safety measures to ensure pupils safety.</p> <p>Any PE sessions taking place internally must ensure suitable ventilation is in place through the opening of windows and doors</p>		
<b>Effective Use of Resources</b>	Staff and children and young people being unable to	Employee s, pupils, agency staff	For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.	Children to maintain their own essential stationary items. To prevent contact and touch points		5.8.21

	<p>adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<p>Classroom based resources, such as books and games, can be used. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment you should either:</p> <ul style="list-style-type: none"> <li>• clean it before it is moved between groups</li> <li>• allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> <li>• restricted to one user</li> <li>• left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• lunch boxes</li> <li>• hats and coats</li> <li>• books</li> <li>• stationery</li> <li>• mobile phones</li> </ul> <p>Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of</p>	<p>Cleaning equipment available in classrooms for sanitising shared resources used on a daily basis – stocks to be checked in classrooms by members of staff on a regular basis Children will have to wash their hands before and after using the outdoor play equipment.</p> <p>All children must wash their hands prior and after use of shared equipment. Where possible, equipment will be sanitised after use or quarantined where possible (labelled box with date of use).</p> <p>Pupils are only permitted to bring limited items to school – this will be communicated to parents via Parent App, email, newsletter on a regular basis</p> <p>Any resources which are taken home by staff or pupils must either be cleaned on return or placed in quarantine for a period of 72 hours before use</p>	
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			the resources and rotation should apply to these resources.		
<b>Effective Management of Educational Visits</b>	Staff and children and young people being unable to adhere to social distancing and/or resources/surfaces not being kept clean therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff, members of the public	<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>	<p>No international visits planned for the foreseeable future</p> <p>Any educational visits or school trips are subject to risk assessment and approval from the trust</p> <p>All Risk Assessments will be conducted and reviewed using the Evolve system</p>	5.8.21

<p><b>Effective recruitment and deployment of staff</b></p>	<p>Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff, members of the public</p>	<p>Please note that further Step 4 guidance is expected in line with the 19<sup>th</sup> July changes and this is subject to change:</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>CEV: Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home. <u><i>DHSC will publish updated guidance before Step 4.</i></u></p> <p>Vaccinations: Schools are encouraging vaccine take up and will support employees by enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time.</p> <p>Settings can liaise with HR regarding staffing and are asked to consider the following:</p> <ul style="list-style-type: none"> <li>• Staff deployments should ensure that support for SEND pupils is in place whilst also ensuring that safe / specific ratios are met and specific training undertaken to ensure effective care for pupils with complex needs</li> <li>• When deploying ITT students, take into account the skills and capacity of the trainee <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></li> <li>• Ensure that only those with appropriate checks can engage in regulated activity</li> </ul>	<p>All staff given time to attend vaccination appointments</p> <p>All staff currently in work. Discussions to be held with individuals where there are concerns over health issues. Any individual can request a review of the 121 risk assessments</p> <p>All new starters will receive a 121 risk assessment at the start of term to review existing and determine if additional controls are required</p> <p>Additional measures may be put in place for CEV persons if requested either by the individual or by a medical professional</p> <p>Face to Face recruitment processes such as interviews are permitted to continue ensuring that hygiene measures and ventilation measures are adhered to at all times</p>	<p style="background-color: #00b050; color: white; text-align: center;">5.8.21</p>	<p>5.8.21</p>
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			<ul style="list-style-type: none"> <li>• Ensure that any leave arrangements that may impact on a staff member's ability to work in the Autumn term have been discussed with HR Advisor, as well as considered when considering staffing ratios and minimum operating levels</li> <li>• For volunteers, ensure that the setting continues to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</li> </ul> <p><b>Recruitment</b></p> <p>From September 2021:</p> <ul style="list-style-type: none"> <li>• Recruitment can be completed remotely or face to face with the appropriate adherence to guidance on Step 4.</li> <li>• Liaise with HR to ensure that all pre-appointment checks are completed (<a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a>)</li> <li>• Through liaison with HR, put in place arrangements for all pre-appointment checks to be carried out remotely and verified in person on start date.</li> </ul>			
Effective management of safeguarding	Staff not equipped or deployed effectively in order to manage the	Pupils, staff, parents	All staff to be briefed on any changes in Safeguarding arrangements – specifically staff who have not worked on site during a self-isolation period.	Safeguarding training on Friday 3 <sup>rd</sup> September for all staff  Any changes to safe guarding policy will be communicated with staff through staff meetings or emails as required		5.8.21

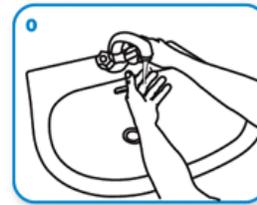
	potential influx of concerns		DSL to have time and resource to manage potential influx in concerns – including monitoring net support notifications following the return of laptops.			
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**Appendix 1: Clean hands protect against infection (WHO protocol)**

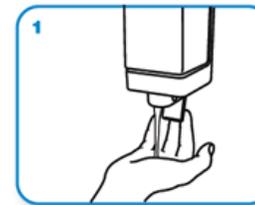
Protect yourself - Clean your hands regularly.

Wash your hands with soap and water and dry them thoroughly. Use alcohol-based hand rub if you do not have immediate access to soap and water.

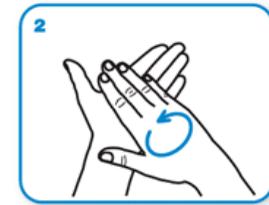
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



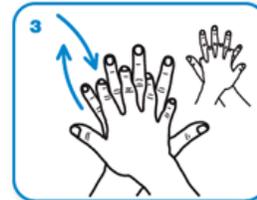
Wet hands with water



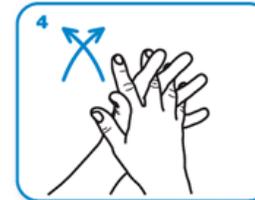
apply enough soap to cover all hand surfaces.



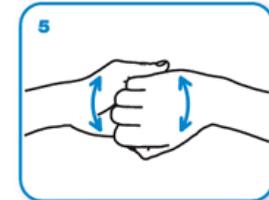
Rub hands palm to palm



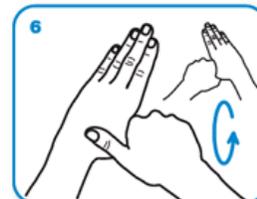
right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



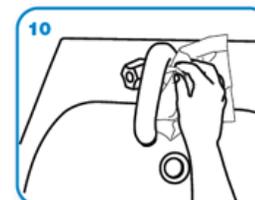
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



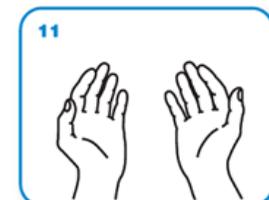
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.