COVID SECURE School Risk Assessment and Action Plan

DATE: 8th March 2021 V8

ASSESSOR: Rachel Davie (EHT) / Stephen O'Brien (HT)

APPROVER: James Gowland (Chair of Governors)

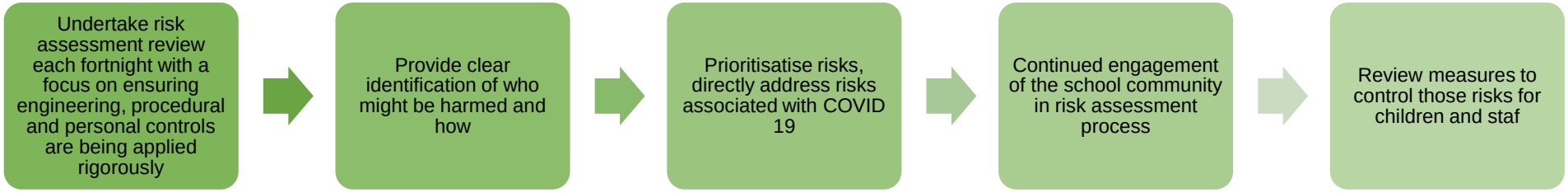
	Number of children	Number of staff
Full Capacity	**387**	**63**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures in place to ensure the continued mitigation of risk within the school environment. Identified mitigations to reduce transmission of SARS-CoV-2 virus all continue to apply to all variants. We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19

Principles of the risk assessment:



Current Context:

All pupils return to school on the 8th March 2021.

Expectation of risk assessment:

- The Department of Health and Social Care (DHSC) and PHE to develop specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow.
- Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments.
- All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in section 5 of the 'prevention' section.
- School leaders will explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school.
- If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.
- A 'system of controls', which build on the hierarchy of protective measures in place currently, must be implemented. These are grouped into prevention and response. All elements of the system of controls are essential but the way in which they are implemented is at the discretion of schools themselves.
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Prevention:	**Response:**
1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated **In specific circumstances:** 1) Ensure individuals wear the appropriate personal protective equipment (PPE)where necessary. 2) Promote and engage in asymptomatic testing, where available.	**Response to any infection** You must always: 1) Promote and engage with the NHS Test and Trace process. 2) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 3) Contain any outbreak by following local health protection team advice.

Risk Level

Risk Matrix - Lilekihood x Severity = Risk Rating

		Severity/Consequence				
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Significant
Likelihood	5 Almost Certain	5 Medium Risk	10 Medium Risk	15 High Risk	20 Critical	25 Critical
	4 Very Likely	4 Low Risk	8 Medium Risk	12 High Risk	16 High Risk	20 Critical
	3 Likely	3 Low Risk	6 Medium Risk	9 Medium Risk"	12 High Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Medium Risk

Southwold Primary School

School Site											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Building and Safety checks	Employees Contractor Pupils Members of the Public Vulnerability groups	Premises and utilities have been health and safety checked and building is compliant. Water treatments Fire alarm testing Repairs PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Evacuation routes are confirmed, and signage accurately reflects these. Ventilation is adequate for the number of the people in the building.	**2**	**3**				Fire Safety check and practice undertaken by the end of Spring 2 to ensure assessment of social distance compliance. Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites Fire alarm Summer 1 W2 (**GCM and BS**). Testing and statutory compliance activities including water fountains ahead of wider re-opening. (**GCM and BS**). **Site manager DAILY** checks for water, fire alarms, site security, ventilation. Quality assurance check by **BS** to take place weekly. Windows must be opened by site manager each morning in classrooms and shared spaces**.** Heating needs to be adjusted to compensate for increased 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 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). **(Site Manager / GCM).**	**2**	**2**	
Safe Site Access	Employees Contractor Pupils Members of the Public Vulnerability groups	Entry and exit routes to the school are in place, physical changes and/or signage placed to allow social distancing are in place. Consideration given to the arrangements for any deliveries. Staggered drop-off and collection times to avoid congestion. Plan parents' drop-off and pick-up protocols including only one adult on site to drop off and pick up pupils. Visitors strictly limited and on approval of head teacher only (with exception of planned agency staff, planned volunteers, planned external professionals supporting pupils). Where visitors to the site can come outside of school hours, they should. A record should be kept of all visitors. Assurances sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.	**2**	**3**				Entry and exit routes to the school in place, any physical changes and/or signage required (number of people in room) to allow social distancing are in place (**HT / Site Manager**). E.g. PPA room, peri lessons. Staggered start times to enable safe access (see **HT local logistic planning**). **Office manager** managing access to main office. Only one parent in the office at one time. Parental communication and expectation (see **HT local logistic planning).** Parent communication via website. **(EHT).** Playground social distance signs in place / use of facemasks parent request posters in place **(HT / Site Managers).** Sign positioning must be assessed to avoid trip hazard**. (Site Manager).** Visitor's approved for site access to follow entry protocols – symptom check, hand washing, masks **(Admin Leads / HT).** Site guidance for visitors and contractors. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace, **(Office Leads).** Safeguarding and logistics training to take place for volunteers **(DHTs).** Contractor management **(BS).** Site guidance for visitors and contractors. A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace, **(BS).**	**2**	**2**	

Southwold Primary School

Transport

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Transport	Employees Pupils	Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised. Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted.	**2**	**3**				Parental communication and walking or cycling expectation (see **HT local logistic planning).** Staggered start times to enable safe access (see **HT local logistic planning**). Plan parents' drop-off and pick-up protocols including only one adult on site to drop off and pick up pupils. Parent communication and reminders **(HT).** Rota in place to reduce staff travel to school site during partial closure (see **HT local logistic planning**). Staff risk assessment in place and individual risk assessments undertaken for staff with identified vulnerability which travel would impact (see **HT risk assessment document).** An individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, they should follow advice on transport arrangements in the safe working in education, childcare and children's social care settings guidance **(Local Senior Team comms).**	**2**	**2**	

Equipment

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Use of Equipment	Employees Pupils	For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared**.** Stock checks once each day of all classroom and communal areas undertaken by **reprographics lead** including classroom hygiene resource box: hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, sanitising wipes for equipment soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment.	**2**	**3**				Classroom based resources, such as books and games, are used / shared within the bubble; these to be regularly cleaned, along with all frequently touched surfaces **(All Staff).** Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles **(All Staff).** Daily cleaning of EYFS outside area and weekly jetwashing by **site manager**. Sanitiser wipes to be provided for classroom equipment cleaning after use **(staff / IT Lead / cleaners)**. Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, and book bags. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.	**2**	**2**	

Southwold Primary School

Hygiene and Protection

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Managing staff and pupil hygiene safely	Employees Pupils	Availability of soap and hot water as well as hand sanitisers. Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Communications and signage in place. Evaluation of school hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly. Promotion of catch it, bin it, kill it approach to common colds. Minimise contact between individuals and maintain social distancing wherever possible. The expectation that all staff are mindful about their own personal space in relation to children and children's space from each other e.g. lining up. Tissues and lidded bins available. Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers (hygiene boxes). Review of arrangements for waste disposal - tissues etc with classroom settings have been undertaken. Identified SEND pupils supported to ensure safe hygiene through individual plans (SENCO).	**2**	**3**				Revisit expectations in staff health and safety briefing weekly **(HT)**. Weekly reminders to ensure minimised contact where possible at all times **(HT/DHT).** Stock checks once each day of all classroom and communal areas undertaken by **site managers / reprographics** including soap, sanitiser, tissues, disposable hand towels, sanitising wipes for equipment. Pupils taught to handwash and supervised by staff in doing so and handwashing built into timetable structure as well as after using toilet facilities **(CT).** Including when pupils arrive at school, when they return from breaks, when they change rooms, before and after eating. Hand sanitiser access in front office and on each corridor for staff in addition to classrooms and shared spaces – checked daily (**Reprographics Lead**). Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. **(DHT).** Display agreed posters in every classroom to be used, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets (**Reprographics Lead**). Pupils use only their own resources and do not share **(CT).** Share with parents, pupils and staff that fresh clothing should be worn daily **(HT).** The 'catch it, bin it, kill it' approach revisited weekly and resources (bins and tissues) available in rooms to support pupils and staff to follow this routine (**Reprographics Lead**). Enhanced cleaning regime in place, particularly for frequently touched surfaces, regular emptying of bins and toilets at mid point in day. **(GCM / Site Managers).** All meetings conducted with minimum 2m social distancing rule in place as well as staggered use of shared spaces, (see **HT local logistic planning).**	**2**	**2**	

Southwold Primary School

PPE and First Aid											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
PPE	Employees	Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured: Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth. Most staff in schools will not require PPE beyond what they would normally need for their work. Staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Gloves are provided as part of the basic first aid kit.	**2**	**3**				**Reprographics leads** to undertake storage of and checks of specific PPE equipment at least weekly. Identified pupils already receiving intimate care to have personalised return to school risk assessment plans (**DHTs**). A designated room for pupils or staff who become unwell onsite (see **HT local logistic planning**). Emergency cleaning by site managers who will need to take reasonable precautions for safety when an accident involving body fluids occurs. Training in the use of PPE used in the course of duties **(GCM).** Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when: • a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained • performing aerosol generating procedures (AGPs) • When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.	**2**	**2**	
General First Aid	Employees Contractor Pupils Members of the Public Vulnerability groups	Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Hygiene boxes in all rooms including gloves, masks and sanitary wipes. Pupils who wear face masks to school should remove them safely when they arrive at school and are disposed of safely **(see face covering section).** Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times.	**2**	**3**				A member of staff who becomes ill and shows symptoms will be expected to book a test as soon as possible and sent home immediately **(local senior team).** If a child falls ill in school they will be immediately isolated and cared for by one member of staff and then sent home as soon as collection is possible **(local staff team).** A designated room for pupils or staff who become unwell **onsite (see HT local logistic planning).** PPE should be worn by anyone displaying symptoms or staff caring for a pupil with symptoms. Provision of fluid resistant surgical face mask, where a child becomes unwell with symptoms of coronavirus symptoms and the space immediately cleaned	**2**	**2**	

Southwold Primary School

Face Coverings											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Face Coverings	Parents Employees	Parents are asked to wear face masks when accessing schools site for drop off and pick up of children. Individual staff risk assessments have been undertaken with agreement of wearing of face coverings in some cases. External visitors are required to wear a face mask when transitioning within the school building.	**2**	**3**				New guidance recommensd that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. (**HT briefing message).** Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately, **(HT Staff Risk Assessments).** **Exemptions** Some individuals are exempt from wearing face coverings. This applies to those who: • cannot put on, wear or remove a face covering because of a physical • impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate **Safe wearing and removal of face coverings require:** • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.	**2**	**2**	

Southwold Primary School

LFD Testing											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Testing	Employees	Staff have been given LFD testing kits to test ahead of accessing school site in partial closure. The system of controls continues to be rigorously applied to enable the safest possible environment.	**2**	**3**				The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus. Staff have been given LFD testing kits to test twice weekly on a Sunday and Thursday. Those who have previously tested positive for COVID 19 (in the last 90 days) are not required to complete weekly LFD testing, **(HT).** **Note:***Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence.*	**2**	**2**	

Southwold Primary School

Response to COVID 19 suspected cases											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Response to suspected case of COVID19	Employees Pupils	Pupils, staff and other adults must not come into the school if: • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or • childcare bubble if they have one) has coronavirus (COVID-19) symptoms They must immediately cease to attend and not attend from the start of their symptoms then book a test. If anyone in 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 are sent home and do not come to school. They are advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. Staff caring for a pupil while they are awaiting collection maintain 2 metre distancing. Staff are aware of PPE expectations. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Test booking systems known by all staff **(see HT local logistic planning).**	**2**	**3**				If an adult or child falls ill in school they will be immediately isolated and cared for by one member of staff and then sent home immediately. A designated room for pupils or staff who become unwell onsite **(see HT local logistic planning).** • a window should be opened for fresh air ventilation if it is safe to do so • if it is not possible to isolate, move them to an area which is at least 2 metres away from other people • if they need to go to the bathroom while waiting to be collected, they should • use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else • personal protective equipment (PPE) must 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 child or a child with complex needs) PPE should be worn by anyone displaying symptoms or staff caring for a pupil with symptoms. Provision of fluid resistant surgical face mask, when a child needs direct personal care, A social distance of 2m is expected where possible. General first aid will be undertaken by identified and trained staff and PPE will be available for use during first aid administration. Safe discard of disposable items and cleaning of reusable. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, 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 arrange to have a test), they are requested to do so by NHS Test and Trace or the PHE advice service states this is necessary. If someone with symptoms tests negative for coronavirus (COVID-19), then they need should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.	**2**	**2**	

Southwold Primary School

Response to COVID 19 confirmed cases											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Confirmed cases of COVID 19	Employees Pupils	Schools must ensure they understand the NHS Test and Trace process. • Book a test if they or their child 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. • Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19). • If asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19). Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). It is known that essential workers, which includes anyone involved in education or childcare, have priority access to testing. Where individuals are self-isolating and are within our definition of vulnerable, systems will be in place to keep in contact with them, offer pastoral support, and check they are able to access education support. **(DHTs).**	**2**	**3**				If there has been a positive case in a child or staff member then they must immediately self isolate for a minimum of 10 days from symptom onset (or longer if they still have a fever). The individual or parent/guardian has the responsibility to engage with NHS test and trace. The HT must inform: DfE helpline 0800 046 8687 and Hackney: HLTcorona-support@hackney.gov.uk Telephone (Mon-Fri, 9am-5pm) 020 8820 7036 City (CoL): alexandra.vastano@cityoflondon.gov.uk or use the form. DfE will support in carrying out a risk assessment to assess exposure to the symptomatic person(s) and to identify those who need to be isolated (usually the class or group the individual was part of). In certain circumstances the DfE may refer to Public Health England's local health protection team: London Coronavirus Response Cell (PHE LCRC). PHE LCRC will also be responsible for determining when a number of cases are identified as a cluster or outbreak (more than 2). Immediate engagement will be enacted by the school, **(HT).** I**f someone with symptoms tests positive**, they must continue to **self-isolate for at least 10 days from the onset of their symptoms** and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of their household should all self-isolate for 10 days. **Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person** when they were infectious. Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 2 metres for more than 15 minutes) with an infected individual • Been within 1 metre for 1 minute or loner without face to face contact • travelling in a small vehicle, like a car, with an infected person **Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.** If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they need to restart the 10 days of isolation from the first day of symptoms.	**2**	**2**	

Southwold Primary School

Staffing											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Extremely Clinically Vulnerable	Extremely high vulnerability groups (Shielding and PHE guidance)	Vulnerability risk assessment completed for all CEV school staff. Full use is made of those staff who are self-isolating or shielding but who are well enough to be assigned duties to minimise contact, where appropriate and in line with individual risk assessment. Weekly welfare calls are made to shielding staff.	**3**	**4**				There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions. Over the period of partial closure, and under the national lockdown, clinically extremely vulnerable staff work from home – review date 31st March. **(HR Team).** This guidance applies to clinically extremely vulnerable individuals only.	**3**	**3**	
Clinically Vulnerable	Very High and High vulnerability groups BAME	Some people with particular characteristics may be at increased risk from coronavirus. This will be needs assessed collaboratively between individual and HT using an individual risk assessment. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Over 60 or clinically vulnerable, could be at higher risk of severe illness from coronavirus and should be especially careful to follow the rules and minimise contacts with others / continue to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace **(HT individual risk assessment).**	**3**	**3**				CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission, **(HT briefing).** Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home, **(HT briefing).** Specific guidance for pregnant employees because pregnant women are considered CV, **(HT briefing).**	**2**	**3**	

Southwold Primary School

Staffing											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	**Existing Risk Level**			**Controls OK?**		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	**Residual Risk Level**		
			L	**Yes**	**Yes**	**L**	**L**		**L**	**S**	**RRL**
All other staff	Employees	All staff are expected to be at work in line with contractual agreements. All other staff, other than above, can continue to attend school to support key worker and vulnerable pupils but staff ratios will be considered based on the number of pupils attending to minimise staff onsite attendance where possible and enable working from home. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Identification of minimal permissible staffing levels to support school opening. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Normal absence procedures are in place in line with the school handbook and should be followed by all **staff**. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Identification of minimal permissible staffing levels to support opening of the school is known. **(HT).**	**2**	**3**				**HTs** to undertake vulnerability risk assessment of staffing with identified arrangements in place where necessary and agreed with that individual member of staff. **Staff** to identify needs based on category guidance and request meeting with HT if risk might be unknown by school staff. Guidance on self-isolation remains unchanged e.g. 10 days or longer if symptoms persist. Members of the individual's household must self-isolate for 10 days. **(Staff Training).** Full use is made of testing to inform staff deployment **(HT).** Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. Appropriate support in place for pupils with SEND. Any redeployments of staff should not be made at the expense of supporting pupils with SEND, **(DHTs).** =	**2**	**2**	
Volunteers and ITT	Volunteers	Volunteers may be used to support the work of the school, as would usually be the case. They are properly supported and given appropriate roles.	**2**	**3**				Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place, **(DHTs).** Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by host schools, **(HTs).**	**2**	**2**	

Southwold Primary School

Pupil Attendance											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Pupil Attendance	Pupils	School attendance will be mandatory again from the 8th March 2021 term. This means from that point, the usual rules on school attendance will apply. Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious in place. Small number of pupils will still be unable to attend in line with public health advice to self-isolate because: • they have had symptoms or a positive test result themselves • they live with someone that has symptoms or has tested positive and are a household contact • they are a close contact of someone who has coronavirus (COVID-19) Autumn Term systems will be re-employed to manage this. Where a pupil is unable to attend school because they are shielding or self-isolating, schools must offer them access to remote education. Absence will not be penalised in these circumstances but an expectation of evidence will be necessary **(DHT).**	**2**	**3**				Robust collection and monitoring of absence data, including tracking return to school dates, is in place **(HT).** Attendance monitoring and reporting training for admin teams and six weekly attendance meetings with SAO **(Admin Leads)**. Communication with parents and pupils **(HT letter).** Responsive planning to local need communicated quickly if alert is raised by Local Authority **(HT).** Code X used if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC. **Vulnerable children (DHTs)** Where pupils who are self-isolating are within our definition of vulnerable, systems are in place to keep in contact with them. When a vulnerable pupil is required to self-isolate, the following steps are necessary: • notify their social worker (if they have one) • agree with the social worker the best way to maintain contact and offer support • check if a vulnerable pupil is able to access remote education support • regularly check if they are accessing remote education	**2**	**2**	

Southwold Primary School

Social Distancing

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Existing Risk Level			Controls OK?		Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
			L	S	ERL	Yes	No		L	S	RRL
Social distancing within school circulation areas	Employees Contractor Pupils Members of the Public Vulnerability groups	Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Circulation plans have been reviewed and revised. One-way systems are in place where appropriate. Appropriate signage is in place to clarify circulation routes. Pinch points and bottlenecks are identified and managed accordingly. Movement of pupils around school is minimised, with pupils staying in classrooms and staff moving round. Appropriate duty rota and levels of supervision are in place. Limits set for large spaces (e.g. hall for PE, dining hall). Large gatherings prohibited – no assemblies. Design layout and arrangements in place to enable social distancing.	**2**	**3**				Pupils are regularly briefed regarding observing social distancing guidance **(CT / Senior Leaders).** Reduced number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals **(HT Logistics Planning).** Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups) **(HT Logistics Planning).** Plan how shared staff spaces are set up and used to help staff to distance from each other including staffroom and office space **(HT Logistics Planning).** Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults **(PPA, MFL and Music Team).** Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time **(Site Manager).**	**2**	**2**	
Office Space / Shared Space	Employees Contractor Pupils Members of the Public Vulnerability groups	Social Distancing: Maintain wherever possible within guidelines (2m distance) during work, on arrival and departure and ensure handwashing upon arrival and in transition. Movement around building: Maintain social distancing while people travel through the workplace. Work stations: Assigned to an individual. If they need to be shared they should be shared by the smallest possible number of people. Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations.	**2**	**3**				Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of telephones, where permitted, and cleaning them between use **(GCM / Office Managers).** Reducing job and location rotation by working on and across sites **(GCM / Office Managers).** Use of stairs and not lifts **(GCM / Office Managers).** Review of layouts and processes to allow people to work further apart from each other or put in place rotational working where this is not possible **(GCM / Office Managers).** Staff training ensures clear systems for reducing footfall through office spaces **(HT).** Revisit expectations in staff health and safety briefing weekly **GCM.** A 2m social distance rule in place for all face to face meetings and the use of remote meetings where possible **(GCM).**			

Southwold Primary School

Social Distancing											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Social distancing within school classrooms	Employees Pupils	Reduce the number of contacts between children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Children seated at forward facing desks, sat side by side, with distancing. Systems in place for cleaning equipment and resourcing. Separate class bubbles with maintained distance between individuals. Key worker / vulnerable groups in place.	**2**	**3**				A comprehensive cleaning plan in place quality assured daily by site manager and weekly by Health and Safety lead (**GCM and BS**). Daily ventilation checks and heating adjusted to ensure rooms are not cold **(Site Manager).** Ventilation systems – 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 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). Opening high level windows in preference to low level to reduce draughts. Heating adjustment to manage temperature. Pupils to use same desk each day **(CT).** Teacher (and/or teaching assistant) are typically assigned to the same pupils throughout the day (and on subsequent days). Handwashing at key transition points timetabled into the day **(see HT local logistic planning).** Timetables in place for key groups **(see HT local logistic planning).** The expectation that all staff are mindful about their own personal space in relation to children and children's space from each other e.g. lining up reminders in briefings (2m distance) **(HT).** Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building **(see HT local logistic planning).** Distancing is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, avoid close face to face contact and minimise time spent within 1 metre of anyone **(All Staff).** It will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. **(All Staff).**	**2**	**2**	

Southwold Primary School

Social Distancing											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Social distancing during peak times, e.g start and finish of day	Employees Contractor Pupils Members of the Public	A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Start and departure times are staggered. The number of entrances and exits to be used is maximised Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Attendance patterns have been optimised to ensure maximum safety. Expectation of facemasks to be worn by parents. Only one parent to drop off / pick up.	**2**	**3**				Regular communication to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed **(HT).** A process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom **(All Staff).** The expectation that all staff are mindful about their own personal space in relation to children and children's space from each other e.g. lining up reminders in briefings (2m distance) **(HT).** Some pupils with SEND (whether with EHC plans or on SEN support) will need specific help and preparation for the changes to routine that these measures will involve. Staff should plan to meet these needs, for example using social stories **(DHTs).**	**2**	**2**	

Southwold Primary School

Contracted Services											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Catering	Contractor Pupils Members of the Public Vulnerability groups	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups. Hygiene expectations are consistently maintained.	**2**	**3**				Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group (see **HT local logistic planning**). Lunchtime cleaning boxes stationed in hall **(site managers).** Designated key point of contact for catering team **(BS).** Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. Floor markings are visible where it is necessary to manage any queuing (**Site Managers**). Communal cutlery trays are managed **(Catering Team).** Review of risk assessments for school kitchens in the preparation of cold/hot food which satisfies stringent safety measures and is monitored regularly. Reduced staffing for period of partial closure **(Catering Team).**	**2**	**2**	
Cleaning	Contractor Pupils Members of the Public Vulnerability groups	Shared materials and surfaces should be cleaned and disinfected more frequently. Increased cleaning of all high-contact areas such as touched surfaces, bathrooms, door handles, telephones, grab-rails in corridors, stairwells including classrooms, staff rooms, main office.	**2**	**3**				**Classroom hygiene resource box:** hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, sanitising wipes for equipment. Bins to be emptied twice daily (**site manager).** Site manager checks to take place daily and complete daily report to **BS**. Cleaning company to provide updated document of cleaners, areas and focus priorities checked and quality assured by **BS** and **GCM**. System of reporting cleaning jobs to **site manager** reiterated to all **staff**. Additional cleaning hours commissioned for Friday afternoon each week as an interim measure **(GCM).** Ensure that bins for tissues are emptied twice a day **(site manager).** Classrooms and shared areas to be cleaned and quality assured by **site manager** daily. Site manager training – hygiene resource boxes, quality assurance check list, expected cleaning list **(BS).**	**2**	**2**	

Southwold Primary School

Wider Provision, Mental Health and Communication Strategies											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Remote Education	Pupils	Attendance will be mandatory for all pupils of compulsory school age from 8 March. A Remote Education Policy is in place and accessible on the school website.	**3**	**2**				In line with the Remote Education Temporary Continuity Direction are still required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around 46 coronavirus (COVID-19). This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable **(DHTs).**	**2**	**2**	
Wrap Around Care	Employees Pupils	The school has resumed breakfast and after-school provision, to ensure parents and carers can continue to or return to work.	**3**	**2**				Curriculum after school clubs are not operating across the Spring Term.	**2**	**2**	
Educational VIsits	Employees Pupils Members of the Public	Trips are not currently being carried out in line with protective measures.	**3**	**3**				Make use of outdoor spaces in the local area **(CT).** Consideration of in school distanced enrichment where appropriate **(DHT).**	**2**	**2**	
Social and Emotional Mental Health	Employees Pupils	There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. Senior team knowledge of: **extra mental health support for pupils and teachers** **Wellbeing for Education return programme**	**3**	**2**				Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures **(Onsite senior teams).** Key point of contact for all staff **(onsite senior teams).** Consideration of the impact of COVID19 on families and whether any additional support may be required: • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups School calendar for the summer term rationalised. Safeguarding calls made twice a week to vulnerable families **(onsite senior teams).** Calls to all families in line with Remote Learning Policy **(onsite teaching teams).**	**2**	**2**	

Southwold Primary School

Wider Provision, Mental Health and Communication Strategies											
Hazard Controls	**Category of person who may be at risk**	**Existing Control Measures**	Existing Risk Level			Controls OK?		**Additional Control Considerations / Confirmation of additional Control Measures to be introduced by school**	Residual Risk Level		
			L	**S**	**ERL**	**Yes**	**No**		**L**	**S**	**RRL**
Music	Pupils Music team Peripatetic Teachers	System of controls in place. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Singing, wind and brass playing not taking place in larger groups such as choirs and ensembles, or assemblies.	**3**	**2**				Handling equipment and instruments Measures to take when handling equipment, including instruments, include the following: Handwashing Require increased handwashing before and after handling equipment, especially if being used by more than one person. Avoiding sharing instruments and equipment outside of year group bubble. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands). Instruments should be cleaned by the pupils playing them, where possible.	**2**	**2**	
Physical Activity	Employees Pupils	Pupils are kept in consistent groups. Sports equipment thoroughly cleaned between each use by different individual groups, contact sports avoided.	**3**	**2**				PE timetabled weekly (minimum one hour) making use of outside space where possible **(DHTs).** Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene Revised PE curriculum (order of units) to minimise risk of contact and promote distancing **(James Mulvaney).**	**2**	**2**	
Communication		Undertake an online staff meeting to share planning and ensure opportunity for consultation and feedback. Ensure senior colleagues are present around the school.	**3**	**2**				Revised guidance briefed to all teaching teams / staff prior to reopening Communications with the following groups taking/taken place: Staff, Pupils, Parents, Governors, Local authority, Other partners	**2**	**2**	

Guidance Reference

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

Additional Documents

Catering Risk Assessment	**Available on request**
Cleaning Company Risk Assessment	**Available on request**
Hackney Music Service Risk Assessment	**Available on request**

Southwold Primary School

Supporting staff

All employers have a duty of care to their employees, and this extends to their mental health. On every risk assessment update, key changes are shared through key messages and recirculation of the risk assessment document. Feedback is always encouraged.

Resolving issues and raising concerns

Employers and staff should always come together to resolve issues. As providers widen their opening, any concerns in respect of the controls should be raised initially with line management and trade union representatives and employers should recognise those concerns and give them proper consideration. If that does not resolve the issues, the concern can be raised with HSE. Where the HSE identify employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.