



## The Federation of the Church Schools of Shalfleet and Yarmouth Coronavirus Risk Assessment Return to School

Risk assessment carried out by: Elizabeth Grainger (Headteacher) and Sarah Woodburn (School Business Manager)

Signature:

Personnel affected: Students, Staff and Wider School Community

Date Completed: 20<sup>th</sup> August 2020, Updated: 1<sup>st</sup> September 2020, 3<sup>rd</sup> September 2020, 7<sup>th</sup> September 2020, 14<sup>th</sup> September 2020, 19<sup>th</sup> September 2020, 24<sup>th</sup> September 2020, 14<sup>th</sup> October 2020, 1<sup>st</sup> November 2020, 5<sup>th</sup> November 2020, Reviewed 12<sup>th</sup> & 19<sup>th</sup> November 2020, 27<sup>th</sup> November 2020

Date for review: To be reviewed weekly by the HT and Members of the SLT

### Related documents

[Child Protection and Safeguarding Policy](#), [Inclusion Policy](#), [First Aid Policy](#), [Business Continuity Plan](#), [Supporting Pupils with Medical Conditions Policy](#), [Administering Medication Policy](#), [Records Management Policy](#), [Data Protection Policy](#), [Behavioural Policy](#), [Home Education Policy](#), [Social Distancing Policy](#), [Ventilation Policy](#), [Staff Code of Conduct](#).

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close if they do not have enough participating pupils or staff to warrant the school remaining open.

Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.

**If you have, or are showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell - anosmia), or have someone in your household who is, you should not be in a childcare setting, school or college. You should be at home, in line with the [guidance for households with possible coronavirus infection](#).**

**If you have symptoms you should arrange to have a test to check if you have coronavirus.**

**This risk assessment shows the measures taken by the Federation of the Church Schools of Shalfleet and Yarmouth to prevent the spread of Coronavirus. It is the responsibility of all staff members to read and adhere to this Risk Assessment – including Social Distancing measures and to take responsibility for their own Health, Safety and Wellbeing.**

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

**General School Awareness/School Site**

Focus Area	Identified Risk	Risk Rating Prior To Measures	Measures Put in Place	Who	Risk Rating Post Measures
<b>Awareness/ Communication</b>	<p><b>School Community not adhering to the Government Advice</b></p> <p><b>School Community not aware of the symptoms of CV-19</b></p> <p><b>School Community not aware of the infection control procedures in the school</b></p> <p><b>School unable to contact Parents/Carers</b></p>	<b>Major High</b>	<p><b>Staff and Volunteers</b></p> <ul style="list-style-type: none"> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>DfE and PHE (2020) 'Guidance for full opening – schools'</li> </ul> </li> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough and/or high temperature, and/or a change/loss in their ability to taste and/or smell are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus</li> <li>Staff to have a clear understanding of the expectations outlined in the Risk Assessments</li> </ul> <p><b>Whole School</b></p> <ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE</li> </ul> </li> </ul>	HT/Admin	<b>Severe Medium</b>

- NHS
- Department of Health and Social Care
- PHE
- The school's local health protection team (HPT)

This is communicated as advice is updated.

**Parents**

- Ask parents to ensure that the school has the most up to date contact details for family members and alternative contacts
- The school communicates with parents via **letter** and is put on the website regarding any updates to school procedures which are affected by the coronavirus pandemic.
- Parents are informed via **letter** not to bring their children to school or on the school premises if they show signs of being unwell with coronavirus symptoms and believe they have been exposed to coronavirus.
- Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.
- Schools keep parents adequately updated about any changes to infection control procedures as necessary.

**Pupils**

- Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.
- Schools keep pupils adequately updated about any changes to infection control procedures as necessary.
- Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.

**General**

- Clear, regular communication with the Governors, parent community, staff and pupils of expectation and measures put in place
- Reminder posters created and place in each toilet/foyer and around the school regarding safe practices – including advice on handwashing
- Cease hand shaking of children and visitors and maintain social distancing where possible (we are aware that this will not always be possible in EYFS)

**MONITORING – THE SBM WILL BE COMPLETING A WEEKLY WALK**

			<b>AROUND EACH SITE TO ENSURE MEASURES SET OUT IN THIS RISK ASSESSMENT ARE BEING ADHERED TO. IF YOU HAVE A CONCERN IT IS THE EXPECTATION THAT YOU RAISE YOUR CONCERN WITH THE SBM – EMAIL ADDRESS: <a href="mailto:sbm@federationshalfleetyarmouth.co.uk">sbm@federationshalfleetyarmouth.co.uk</a></b>		
<b>Policies</b>	<p><b>School Community not adhering to the the Federation Policies</b></p> <p><b>School Community not aware of changes to the Federation Policies</b></p> <p><b>School Community not acting in accordance with the Federation Policies</b></p>	<b>Major High</b>	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</li> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Safeguarding Policy, Behaviour Policy, Attendance Policy, Social Distancing Policy, Ventilation Policy and Health and Safety Policy updated to reflect current situation and procedures</li> <li>The <b>Behavioural Policy</b> and <b>Staff Code of Conduct</b> is adhered to at all times, even while working remotely including the Covid-19 Appendix</li> <li>The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus</li> </ul>	HT/SLT	<b>Severe Medium</b>
<b>Safety Equipment</b>	<p><b>There is not enough stocks in place for handwashing, tissues and/or PPE</b></p> <p><b>Staff and the Admin Team do not replenish stock supplies</b></p> <p><b>Classrooms do not have appropriate bins</b></p>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Ensure stocks for handwashing, tissues and PPE are in place, regularly monitored and ordered</li> <li>Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to – including the main entrance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>Bar soap is not used, in line with the <b>Infection Control Policy</b> – liquid soap dispensers are installed and used instead.</li> <li>Replenish stock as needed</li> <li>Staff to also self-replenish from stocks</li> <li>Ensure dispensers are full at the start of each day</li> <li>Ensure each classroom/occupied rooms have a lidded bin</li> </ul>	Admin Staff Members	<b>Severe Medium</b>
<b>Contractors/Visitors</b>	<p><b>There would be additional members of the community on the school site which increases the risk of infection</b></p> <p><b>Contractors are not aware of the hygiene/reporting</b></p>	<b>Major High</b>	<ul style="list-style-type: none"> <li><b>During Lockdown</b> – visitors to school/preschool should be restricted to those that are absolutely necessary. This means suspending parent and carer visits for: <ul style="list-style-type: none"> <li>new admissions</li> <li>settling-in children new to the setting</li> <li>attending organised performances</li> </ul> </li> <li>Ensure that contractors/visitors on site are only there for essential works and that they do not come in contact with staff members (aside from SBM and Admin) or pupils</li> <li>Ensure that for Track and Trace all visitors leave their contact details</li> </ul>	SBM	<b>Severe Low</b>

	<b>procedures at school</b>		<ul style="list-style-type: none"> <li>when signing in</li> <li>All contractors/visitors expected to clean hands or use gel before using facilities</li> <li>Volunteers/visitors – it is recommended that visitors/volunteers keep a safe distance from staff and children. If this is not possible then it is recommended that volunteers/visitors sit above the child that they are working with.</li> <li>Contractors/Visitors informed of new requirements</li> <li>Ensure that all contractors inform us of any new procedures they have in place and that they inform the school of any suspected case of CV-19</li> <li>Ask contractors/visitors to inform us of any suspected or confirmed cases</li> </ul>		
<b>Lettings/Additional Use of the School Site including Early Years and Childcare</b>	<p><b>There would be additional members of the community on the school site which increases the risk of infection</b></p> <p><b>There would be an increase in the number of children on the school site for longer periods of time and mixing in different groups</b></p>	<b>Major High</b>	<ul style="list-style-type: none"> <li>No lettings or use of the building permitted</li> <li>All breakfast clubs and after school care will continue for working parents, those seeking work, attending education or training and for the purposes of respite care for carers.</li> <li><b>Lockdown information</b></li> <li>Early years settings will remain open during the latest lockdown (November), and parents of under-5s can continue to use the settings as normal</li> <li>Parents will be able to access other childcare activities (including wraparound care) where reasonably necessary to enable parents to work,</li> <li>After school activities/recreational clubs will be reviewed with a view to resuming in time for Autumn 2</li> </ul>	SBM	<b>Minor Low</b>
<b>Ventilation</b>	<b>There would be a high risk of the transmission of the virus without appropriate ventilation</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Ensure windows are opened where possible and doors propped open where safe to do so (Ventilation Policy) ensuring fire regulations are not compromised</li> </ul>	Staff Members	<b>Major Medium</b>
<b>Cleaning</b>	<b>There would be a high risk of transmission of the virus without regular and thorough cleaning, using appropriate resources, of the premises, surfaces, touch points, equipment and resources</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <u>guidance</u>.</li> <li>Cleaning schedule is in place where cleaning is more frequent across used classrooms and shared spaces, please complete (tick) the cleaning schedule to show that items have been cleaned</li> <li>Cleaning Packs available in each classroom containing antibacterial sanitiser, surface cleaning spray, disposable cloths, disposable plastic gloves, disposable face masks, goggles, sick bags, disposable aprons</li> <li>Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <b><u>COSHH Policy</u></b> and the <b><u>Health and Safety Policy</u></b>.</li> <li>Top Mops to increase their cleaning in rooms occupied by adults and</li> </ul>	Admin  SBM	<b>Major Medium</b>

			<p>children, focusing on the surfaces, chairs, door handles and toilets each day</p> <ul style="list-style-type: none"> <li>• Top Mops to clean thoroughly daily</li> <li>• The <b>SBM</b> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.</li> <li>• The <b>SBM</b> monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> <li>• Ensure that surfaces, door handles and touch points are wiped in the classrooms at regular intervals (<b>after each teaching session/ door used</b>) with appropriate disinfectants</li> <li>• Ensure that resources children have been using are wiped down at the end of the session</li> <li>• Ensure bins are emptied regularly throughout the day</li> <li>• Ensure that laundry (such as tea towels) are washed regularly</li> </ul>	Staff Members	
<b>School Meals</b>	<b>If school meals were eaten in the hall, there would be difficulty in social distancing and cleaning in between sittings</b>	<b>Possible High</b>	<ul style="list-style-type: none"> <li>• Caterlink to provide hot meals collected from the school kitchen and taken to the classrooms for those taking meals in their class. Those bubble groups who are eating in the school hall, must sit 2 meters away from any other bubble group, be served separately and by an adult and supervised at all times. Tables and chairs to be wiped with disinfectant spray before and after use.</li> <li>• Children bring in packed lunches from home where possible</li> </ul>	SBM Staff Members	<b>Remote Medium</b>
<b>Vacant Premises</b>	<b>There are Security Risks in the event of a closed school – such as attempted break ins, unauthorised use of the school grounds</b>	<b>Minor Low</b>	<ul style="list-style-type: none"> <li>• Access to the school is restricted</li> <li>• Prior to the return in September the HT, SBM and Premises Governor will walk the school sites to carry out a H+S risk assessment</li> <li>• The <u>head teacher</u> and <u>site manager</u> remain on-call in case of an emergency or if access to the school is required.</li> <li>• External signage is visible to show that the school is closed and that access is restricted.</li> <li>• Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>• The <u>site manager</u> ensures the school premises is safe to return to before school activity resumes.</li> <li>• Any hazards are reported to the <u>head teacher</u> as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>• In the event of a Local Lockdown the <u>head teacher</u> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> <li>• Legionella tests are carried out regularly at both school sites by WSM</li> </ul>	HT SBM Caretaker	<b>Minor Low</b>
<b>Staff</b>			<b>Key Actions</b>	<b>Who</b>	<b>Notes</b>
<b>Availability/Organisation</b>	<b>There is not enough staff to</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• All members of staff are expected to return to work for the 1<sup>st</sup> September this includes those who are extremely clinically vulnerable and clinically</li> </ul>	HT/SLT	<b>Major Medium</b>

	<b>safely accommodate the children back at school</b>		<p>vulnerable, this includes people who members of staff they live with</p> <ul style="list-style-type: none"> <li>• Members of staff who are travelling abroad during the Summer holiday may need to self isolate for 14 days upon their return. Members of staff need to ensure that they will be ready to return to work for the start of the Autumn term and will need to factor the 14 days self isolation into the Summer holiday period</li> <li>• Members of staff who are pregnant are advised to follow the relevant guidance available for clinically vulnerable people – see separate individual staff Risk Assessment</li> <li>• Set out a detailed timetable of staffing</li> <li>• Redeploy teachers/support staff to different classes where required</li> <li>• Where possible, members of staff to work with one class 'bubble' of children.</li> <li>• Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetables</li> <li>• Where members of staff are working across different 'bubbles' of children ensure that they are not having direct contact with the children, work outside where possible and adhere to a 2 metre distance rule where possible</li> <li>• Staff to take responsibility to maintain distance from pupils and other members of staff as much as possible (ideally 2 metres)</li> <li>• Staff should avoid close face to face contact and minimise time within 1 metre of someone</li> </ul>		
<b>Supply Staff/Therapists/Coaches/Visitors /Trainee Teachers/Volunteers</b>	<b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• Supply teachers, trainee teachers, peripatetic teachers, external coaches volunteers and temporary staff can move between schools, they should ensure that they maintain distance from other staff as much as possible</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</li> <li>• Guidance as set out in this risk assessment such as social distancing and hygiene precautions should be explained to the visitor upon arrival</li> <li>• Where visits can happen outside of the school hours, they should, and a record of all visitors will be kept</li> <li>• Where an alternative provision is in place, school and the other providers must work collaboratively and openly communicate about the protective measures that they have in place</li> <li>• Visitors/volunteers to remain at a safe distance where possible. Where not possible, visitors/volunteers should sit at a higher level to children.</li> </ul>		
<b>Hygiene</b>	<b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• General reminders for handwashing – 20 seconds, running water, soap, alcohol rub</li> <li>• Increased enforced use of handwashing on arrival to the setting, before and after eating, before and after breaks, if they need to change rooms and after sneezing or coughing and before going home.</li> <li>• Catch it, Bin It, Kill It procedure reinforced if someone sneezes or coughs</li> <li>• A range of PPE item available in each class for staff use including</li> </ul>	<b>Staff Members</b>	<b>Major Medium</b>

			<p>disposable plastic gloves, disposable face masks, goggles and disposable aprons</p> <ul style="list-style-type: none"> <li>• Staff MUST wear PPE if they are providing first aid/intimate care for a child or if a child is ill in their care</li> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</li> <li>• Face masks must: <ul style="list-style-type: none"> <li>• cover both nose and mouth</li> <li>• not be allowed to dangle around the neck</li> <li>• not be touched once put on, except when carefully removed before disposal</li> <li>• be changed when they become moist or damaged</li> <li>• be worn once and then discarded - hands must be cleaned after disposal</li> </ul> </li> <li>• Use of staff room to be minimised and is only used to make refreshments/prepare lunch. Staff to still have a reasonable break during the school day</li> <li>• Staff to ensure that they keep a safe distance from children and other staff members</li> <li>• Staff to bring in their own plate, cutlery and cup to use at school</li> </ul>		
<b>Face Covering</b>	<b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• Staff to be made aware of the procedure for removing their face masks</li> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. The safe wearing of face coverings requires: <ul style="list-style-type: none"> <li>○ The cleaning of hands before and after touching, including to remove or put them on and the safe storage of them in individual, sealable plastic bags between use.</li> <li>○ Face masks must: <ul style="list-style-type: none"> <li>○ cover both nose and mouth</li> <li>○ not be allowed to dangle around the neck</li> <li>○ not be touched once put on, except when carefully removed before disposal</li> <li>○ be changed when they become moist or damaged</li> <li>○ be worn once and then discarded - hands must be cleaned after disposal</li> </ul> </li> </ul> </li> <li>• Staff must be instructed not to touch the front of their face covering during use or when removing them</li> <li>• Staff must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face covering in a plastic bag they can take home with them, again wash their hands before going to the classroom</li> </ul>		
<b>Wellbeing</b>	<b>Staff members mental health and</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• Staff to know that members of SLT are there for them at any time – telephone numbers provided</li> </ul>	HT/SLT	<b>Major Medium</b>



	<b>anxiety could be high in relation to concerns about CV-19</b>		<ul style="list-style-type: none"> <li>Workload agreements put in place with staff members (<b>limit on email contact. Cut off time</b>)</li> <li>Wellbeing conversations will take place for all members of staff prior to the September return to work and will discuss any concerns with them and explain measures that have been put in place. School Leaders will put into place as far as possible additional measures where appropriate</li> <li>Members of staff will be encouraged to go home at a reasonable time in consideration of work life balance</li> <li>Members of staff are encouraged to use the Education Support Partnership for support for mental health and wellbeing</li> <li>Conversations will take place with any member of staff who wants to discuss the feasibility of home working</li> <li>Staff can use the wellbeing garden at Shalfleet, the gazebo at Yarmouth and the amphitheatre on the Freshwater site</li> </ul>	Staff Members	
<b>Pupils</b>			<b>Key Actions</b>	<b>Who</b>	<b>Notes</b>
<b>Hygiene</b>	<b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Discuss hygiene expectations with children.</li> <li>General reminders for handwashing - 20 seconds, running water, soap or alcohol rub</li> <li>Increased enforced use of handwashing – before leaving home, on arrival to the setting, before and after eating, before and after breaks, if they change rooms, after sneezing or coughing and before going home.</li> <li>Ensure children who need support with handwashing are helped and all children are reminded to not ingest the hand sanitiser</li> <li>Ensure children are reminded regularly to not touch their faces</li> <li>Catch it, Bin It, Kill It procedure reinforced if someone sneezes or coughs</li> <li>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. If there are children who need support with this, they should be helped with the member of staff washing their hands immediately after assistance</li> <li>Pupils clean their hands after they have coughed or sneezed.</li> <li>Ensure all fruit is washed thoroughly at fruit time</li> <li>Ensure that different pupil groups have allocated toilets to use throughout the day, limit the number of children using the toilets at any one time</li> </ul>	Pupils All Staff Members	<b>Major Medium</b>
<b>Face Covering</b>	<b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Pupils to be made aware of the procedure for removing their face masks</li> <li>Pupils must be instructed not to touch the front of their face covering during use or when removing them</li> <li>Pupils must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face covering in a plastic bag they can take home with them, again wash their hands before going to the classroom</li> </ul>		

<p><b>Organisation/ Attendance</b></p>	<p><b>The risk of children going missing in education</b></p> <p><b>The risk of increased safeguarding concerns</b></p> <p><b>The risk of children infecting others with the virus</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>Attendance and dinner registers to be taken as usual and uploaded by the admin team</li> <li>Daily report to the HT/SBM of number of absences</li> <li>From September 2020, it is vital for all children to return to school. School attendance will therefore be mandatory. Normal attendance rules will apply. This includes children who were previously on the shielding list or had a family member shielding.</li> <li>Only children who are in a localised lockdown (as advised by PHE) self-isolating or have symptoms of Coronavirus, a positive test result or are otherwise ill should not be attending school</li> <li>Those children who are reluctant/anxious to return to school will be identified and appropriate lessons/actions/ELSA will be put in place to ensure the smooth return to school</li> <li>Within classes/preschools children arranged into bubble groups with allocated adults to oversee provision</li> <li>Class 'bubble groups' to remain the same each day and where possible with the same members of staff</li> <li>Class 'bubble groups' will not often come into direct contact with other class 'bubble' groups</li> <li>Class 'bubble' groups to mix into wider groups for specialist teaching and wrap around care</li> <li>Children to minimise contact between each other/staff and maintain social distancing wherever possible (according to level of understanding)</li> <li>All desks in classes will be seated side by side and forward facing</li> <li>Ensure that each group attending school has a different entry and exit point</li> </ul>	<p>HT/SLT</p> <p>Admin Team</p> <p>Staff Members</p>	<p><b>Major Medium</b></p>
<p><b>Drop Off/Pick Up</b></p>	<p><b>Risk of infection being passed on whilst on public transport</b></p> <p><b>Risk of infection being passed onto others whilst dropping off and picking up children</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>Parents/Staff members encouraged to walk/cycle to school where possible</li> <li>Liaise with taxi company to be informed of social distancing measures they are putting in place including using the hand sanitiser upon boarding and disembarking, the additional cleaning of vehicles</li> <li>Staggered drop off and pick up times for each group of children attending</li> <li>Ensure only 1 parent is on site for drop off and pick up of children</li> <li>Parents to be reminded of the need for social distancing in the playground (Yarmouth)</li> <li>Parent to park in the designated bays in the drop off area, at their allotted arrival and pick up time. Parent is responsible for getting their child out of and into their car and safely onto the pavement – Staff members to oversee (Shalfleet)</li> <li>Gathering at the school gates or coming into the school without an appointment is not allowed</li> </ul>	<p>HT/SBM</p> <p>Pick Up/Drop Off Staff</p>	<p><b>Severe Low</b></p>

<p><b>Playtime</b></p>	<p><b>Risk of infection being passed on whilst children are playing</b></p> <p><b>Risk of infection being passed onto staff whilst they are administering first aid</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>• Medical boxes taken out at playtime</li> <li>• Cleaning Pack to be taken out at play times including antibacterial sanitiser, surface cleaning spray, disposable cloths, disposable plastic gloves, disposable face masks, goggles, sick bags, disposable aprons</li> <li>• Staff to wear PPE when administering first aid to a pupil</li> <li>• Play times/lunchtimes to be staggered for the different pupil groups</li> <li>• Each pupil group to be allocated a different area of the playground to play on</li> <li>• Children to not play contact sports/games</li> <li>• Any play equipment used to be wiped down at the end of play</li> <li>• In the event of wet playtime, children to stay in their 'bubble groups' in their classroom and are overseen by members of staff assigned to their bubble – staff members to arrange breaks between themselves</li> </ul>	<p>SBM/Adm in Team</p> <p>Staff Members</p>	<p><b>Severe Low</b></p>
<p><b>Fire Alarm</b></p>	<p><b>Risk of infection being passed on whilst children are evacuating the building if the fire alarm goes off</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>• Classes to be allocated areas on the school playground, social distancing and away from the school building</li> <li>• Fire Alarm practise will take place to ensure measures are adequate</li> </ul>	<p>Staff Members</p>	<p><b>Severe Low</b></p>
<p><b>Curriculum</b></p>	<p><b>The risk that children will have anxieties about the return to school</b></p> <p><b>The risk that children will have gaps in their learning</b></p> <p><b>The risk that children will not have an appropriate transition through school/onto their next school</b></p> <p><b>The risk that home learning would not continue for pupils not attending school</b></p>	<p><b>Minor Medium</b></p>	<p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>• Specific hygiene lessons in class for all children attending</li> <li>• Specific lessons/sessions regarding children's wellbeing/social media and PSHE/SEMH for all children attending and available on Google Drive for those not attending</li> <li>• Learning for children in EYFS will focus on the prime areas of learning including Communication and Language, Personal, Social and Emotional Development and Physical Development.</li> <li>• Phonics revision sessions in place for Reception and Year 1</li> <li>• Ensure curriculum in place is appropriate to year group and children's academic level – support learning/targeted interventions will need to be in place to close the gap and address any decline in progress</li> <li>• There may be prioritisation within subjects of the most important components for progression and there will be a focus on filling the gaps in core knowledge (phonics and reading, increasing vocabulary, writing and maths, identifying opportunities across the curriculum so children read widely and develop knowledge and vocabulary) with an aim to return to the school's normal curriculum content no later than the summer term 2021 – this includes gaps in language, early reading and maths, phonic knowledge and development of vocabulary particularly for the children in EYFS</li> <li>• Curriculum planning will be informed by an assessment of the pupils starting points and addressing the gaps in their knowledge and skills in particular making effective use of regular formative assessment</li> <li>• The curriculum at the Federation will remain broad and balanced – all pupils will be taught a range of subjects over the year including Sciences,</li> </ul>	<p>Teaching Staff</p> <p>Staff Members</p>	<p><b>Minor Low</b></p>

			<p>Humanities, the Arts, PE and Sport, RE and RHE</p> <ul style="list-style-type: none"><li>• Use of the outdoor space for learning as much as possible (especially for PE/Sports) within the designated playground areas</li><li>• There will be no contact sports taught during PE lessons</li><li>• Each class bubble will have PE packs for use with their class</li></ul> <p><b>Singing</b></p> <ul style="list-style-type: none"><li>• Singers within their class bubble should ideally stand side by side or back to back to sing so that particles will not be directed towards faces – teacher facing the group should be 2m in front of the singers where possible and could use a screen to further minimise risk</li><li>• The number of singers in one space should be dictated by how big and well ventilated the area is e.g. if your class is unable to comfortably stand so that they are not facing one another you will need to use a bigger space such as the hall.</li><li>• Similarly if your classroom is not well ventilated you will need to move to a space which is so that the air in the room is circulating and being replaced with fresh air throughout, leaving around 30 minutes between different groups using the space to sing in OR sing outside if possible</li><li>• The volume of singing should be kept low and plosive sounds should be minimised as quiet singing (and speaking) and less use of hard sounds (such as Ps and Ts) produce less airborne particles (no beatboxing for example!)</li></ul> <p><b>Home Learning</b></p> <ul style="list-style-type: none"><li>• Home learning will continue via the Google Drive and DOJO videos for children not able to attend school because they are complying with clinical or PHE advice (including local lockdown situations)</li><li>• Remote education, where needed, will be of high quality and aligns as closely as possible with in school provision</li><li>• The head teacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.</li><li>• The head teacher ensures all pupils have access to school work and the necessary reading materials at home</li><li>• The head teacher works with the ICT technicians to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.</li></ul>		
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			<ul style="list-style-type: none"> <li>The head teacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.</li> </ul> <p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>Educational day visits can resume from September 2020 – children to be kept in their ‘bubble’ groups, make use of outdoor areas and the school will undertake a thorough risk assessment to ensure safety measures are in place (including Covid-19 considerations)</li> </ul> <p><b>Ensure that no:</b></p> <ul style="list-style-type: none"> <li>No overnight educational visits to take place</li> <li>Assemblies/Collective Worship or opportunities for gatherings of pupils</li> <li>Carpet Time</li> <li>School/Federation Events</li> <li>No contact sports/games are played</li> </ul>		
<b>Cleaning of Equipment</b>	<b>Risk of the transfer of virus on equipment, electronics and resources</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Remove unnecessary items from classrooms/pre school</li> <li>Children and staff to have a set of stationery labelled for their personal use in class (with the exception of EYFS)</li> <li>Pupils to limit the amount of items they bring in each day to essentials such as lunch boxes, water bottles, hats, coats, books, stationary and bags</li> <li>Pupils and teachers can take books and shared resources home although unnecessary sharing should be avoided</li> <li>Shared resources such as books and games can be used and shared within the bubble – these should be cleaned regularly</li> <li>Resources that are shared between class bubbles such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubble use or they can be rotated to be left unused and out of reach for period or 48 hours (72 hours for plastics) between use by different bubbles</li> <li>Classroom resources should be placed in ‘bubble boxes’, after use, these items should be cleaned and put to one side for 72hours on a rotation system.</li> <li>Books – try to limit the opportunity to touch multiple books. When reading books are sent home, upon return these should be set to one side to quarantine for 72 hours. This system should be clearly identified and monitored.</li> <li>Outdoor play equipment should be frequently cleaned</li> <li>Cease use of shared cups, cutlery or food in class (e.g. using cups for water), replace with disposable cups, inform parents to ensure children have water bottles in school which are sent home daily</li> <li>All utensils are thoroughly cleaned before and after use.</li> </ul>	All Staff Members	<b>Severe Low</b>

			<ul style="list-style-type: none"> <li>Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day and when sharing between children with alcohol based wipes and sprays</li> </ul>		
<b>Pupils with SEND/Vulnerable Children</b>	<p><b>Risk of vulnerable children/children with SEND being disadvantaged</b></p> <p><b>Risk of vulnerable children/children with SEND/medical issues contracting the virus</b></p>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Risk Assessment in place for all children with an EHCP or Vulnerable (Early Help Plan, CIN Plan, Child Protection)</li> <li>Attendance and Risk Assessment discussed with child's allocated Social Worker</li> <li>Discussion with SLT and parents regarding individual children including their social distancing and medical conditions</li> </ul>	<p>Inclusion Manager</p> <p>Inclusion Assistant</p> <p>Class Teachers</p> <p>Staff Members</p>	<b>Severe Low</b>

## Coronavirus Key Actions – in event of illness

<b>Specific Issue</b>	<b>Identified Risk</b>	<b>Risk Rating Prior to Measures</b>	<b>Measures put in Place</b>	<b>Who</b>	<b>Risk Rating Post Measures</b>
<b>Engagement with NHS Test and Trace and PHE</b>	<b>Not engaging could increase spread of the Coronavirus</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>The Federation will full engage with the Test and Trace service</li> <li>The Federation will follow advice from PHE, the NHS test and trace, the Local Authority and the local Health Protection Team to manage confirmed cases of COVID-19 amongst the school community</li> <li>The Federation to ensure that we understand the Test and Trace process and how to contact PHE.</li> <li>All staff members and parents/carers to understand that they need to be ready and willing to: book a test, provide details of anyone they have been in contact with and to self-isolate</li> <li>If the school has been informed of a confirmed case then the school must contact the new dedicated advice service, DfE's/PHE 0800 046 8687 and select option 1. This option will take you through to the dedicated team of advisors who will inform the school of what action is</li> </ul>	<b>Everyone</b>	<b>Severe Low</b>

			<p>needed based on the latest public health advice. They will work through a risk assessment with the school to identify close contacts. The advice service will be open Monday to Friday, 8am to 6pm and 10am to 4pm on Saturday and Sundays.</p> <ul style="list-style-type: none"> <li>• Covid-19 NHS Track &amp; Trace app – it is recommended that staff download the app. A temporary amendment to the school policy will allow staff to carry their phones upon their persons whilst at school. The phone must be on silent and not used whilst in the presence of children. This is to allow the test and trace app to function fully.</li> </ul>		
<p><b>Someone with Coronavirus symptoms or shares a home with someone with Coronavirus symptoms or have tested positive within the last 10 days</b></p>	<p><b>A member of the school community could bring CV-19 onto the school premises</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>• It is a requirement that anyone displaying symptoms of Coronavirus or live in the same house as someone displaying Coronavirus symptoms do not attend school and stay at home</li> <li>• Staff member to inform SLT if they are displaying the symptoms of CV</li> <li>• Parents/Carers to inform the school if they or their child is displaying the symptoms of CV</li> <li>• Individuals to take advice from health professionals and to book a test</li> <li>• Family members of that person will need to self-isolate for 14 days</li> <li>• The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education settings and children's social care. To increase our support to staff, parents and students we are extending our weekend opening hours to 6pm on Saturday and Sunday.</li> <li>• Please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university.</li> <li>• Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice.</li> <li>• Please select option 3 or 4 for any other questions about</li> </ul>	<p>Everyone</p>	<p><b>Severe Low</b></p>

			<p>coronavirus (COVID-19) relating to education settings and children's social care.</p> <ul style="list-style-type: none"> <li>• Phone: 0800 046 8687</li> <li>• Opening hours: Monday to Friday from 8am to 6pm</li> <li>• Saturday and Sunday from 10am to 6pm</li> </ul>		
<p><b>Suspected/confirmed case in school (staff or pupil)</b></p> <p><b>-A new continuous cough and/or a high temperature and/or a loss of or change in their normal sense of taste of smell</b></p>	<p><b>A person is within the school who may have CV-19 and pass the virus onto others</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul> <p><b>Process/Care</b></p> <ul style="list-style-type: none"> <li>• Staff or pupil becomes unwell with a new continuous cough and/or a high temperature and/or a loss of or change in their normal sense of taste of smell</li> <li>• PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying Coronavirus</li> <li>• Member of staff or pupil immediately sent home and advised to follow the 'Stay at Home guidance for households with possible or confirmed Coronavirus infection' to self-isolate for 14 days and should arrange to have a test</li> <li>• Public Health England's (PHE) dedicated advice service is available to early years providers, schools, colleges and out of school settings. The service provides support on the actions staff should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).</li> <li>• Phone: 0800 046 8687 – option 1 to report a positive test within your setting</li> <li>• Opening hours: Monday to Friday from 8am to 6pm</li> <li>• Saturday and Sunday from 10am to 4pm</li> <li>• You should continue to inform your local authority of a positive case in your setting.</li> <li>• From September the Federation will have a small quantity of home testing kits to send home with a child/staff member who has developed symptoms</li> <li>• Schools should ask parents and staff to inform them immediately of the results of a test</li> <li>• Other members of the household should self-isolate for 14 days from when the symptomatic person first had symptoms</li> </ul>	<p>SLT</p>	<p><b>Severe Low</b></p>



- All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.
- Pupils' parents/Staff members family are contacted.
- Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.
- Where contact with a pupil's parents/alternate contacts cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.
- **The relevant member of staff calls for emergency assistance immediately if the pupil's/staff members symptoms worsen by calling 999**
- Pupils/staff member displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil/staff member is safe.
- Pupil/staff member placed in a secure isolation room behind a closed door until collection with appropriate adult supervision if required, ideally a window will be opened
- If staff member/pupil needs the toilet whilst waiting they must use a designated toilet that will then be out of use until the bathroom can be cleaned and disinfected using standard cleaning products
- Member of staff supervising the child to wear PPE and thoroughly wash hands
- Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.
- Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.
- Upon collection, parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.
- Upon collection, staff or pupil's family members advised to self-isolate for 14 days

**Clean up operation**

- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.
- Waste from possible cases and cleaning of areas where possible cases have been double bagged and put in a suitable secure location, marked for storage until 72 hours have passed and it can be put in with the normal waste

**Aftercare**

- Communicate to parents and staff to contact school if they require support.
- Regular contact with affected families and staff/Wellbeing checks

**Testing**

- All staff members and pupils will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario
- If the test returns as negative, then the pupil/staff member can return to work and family members can come out of self-isolation
- If the test returns as positive school seeks advice from PHE
- Schools should not request evidence of a negative test result or other medical evidence before admitting children or welcoming them back after a period of self-isolation

**Communication/Reporting**

- The head teacher contacts the local LA/PHE/HPT immediately about any suspected/positive cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken
- HPT will carry out a rapid risk assessments

			<ul style="list-style-type: none"> <li>Schools put into place any actions or precautions advised by their local HPT including sending home people who have been in close contact with the person with a positive test, advising them to self-isolate for 14 days</li> <li>The head teacher reports immediately to the <b>school nurse</b> about any cases of suspected coronavirus, even if they are unsure.</li> <li>Deep clean of the school arranged</li> <li>A RIDDOR report to be filed if the positive diagnoses of CV-19 and there is reasonable evidence to suggest it was caused by exposure at work</li> </ul>		
<b>Child with Medical Needs/Intimate Care</b>	<b>A person is within the school who may have CV-19 and pass the virus onto others</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Where a young person has already got a routine of intimate care needs that involved the use of PPE, in which case the same PPE should continue to be used</li> </ul>		
<b>Teacher shortage</b>	<b>There are not enough teachers to educate/supervise the children</b>	<b>Minor Low</b>	<ul style="list-style-type: none"> <li>Splitting classes/SLT Cover/Alternate teacher from across the Federation</li> <li>Where too many – partial closure for certain classes or part time/AM/PM classes.</li> </ul>	SLT	<b>Minor Low</b>
<b>Clinically Extremely Vulnerable Staff</b>	<b>Members of staff who are clinically extremely vulnerable at risk of catching CV-19</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Ask them to contact their consultants to seek advice on their condition</li> <li>Staff member to wear PPE as appropriate</li> <li>See individual staff Risk Assessment</li> </ul>	Staff SLT	<b>Minor Low</b>
<b>Clinically Extremely Vulnerable Children and Staff</b>	<b>Members of staff and children who are clinically extremely vulnerable at risk of catching CV-19</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li><b>Children</b></li> <li>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so to understand whether their child should still be classed as clinically extremely vulnerable.</li> <li>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</li> <li>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</li> <li><b>Staff</b></li> </ul>		

			<ul style="list-style-type: none"> <li>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past.</li> <li>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> </ul>		
<b>Clinically Vulnerable Staff &amp; Children</b>	<b>Members of staff who are clinically vulnerable at risk of catching CV-19</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Ask them to contact their consultants to seek advice on their condition</li> <li>Staff member to wear PPE as appropriate</li> <li>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend.</li> </ul>	Staff SLT	<b>Severe Low</b>
<b>Staff Members living with someone who is Clinically Extremely Vulnerable or Clinically Vulnerable</b>	<b>People who are Clinically Extremely Vulnerable or Clinically Vulnerable to contract the illness from the person they live with</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Staff member to wear PPE as appropriate</li> <li>Should continue to attend work during the lockdown (November)</li> </ul>	Staff SLT	<b>Severe Low</b>
<b>Pregnant Staff</b>	<b>Pregnant Member of staff contract the virus endangering themselves and their unborn baby</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Ask staff member to contact their midwife to seek advice.</li> <li>Staff member to wear PPE as appropriate</li> </ul>	SLT	<b>Severe Low</b>
<b>Kitchen shut down</b>	<b>School would be unable to provide a hot meal for the children</b>	<b>Minor Low</b>	<ul style="list-style-type: none"> <li>Parents to provide packed lunches.</li> </ul>	SLT Families	<b>Minor Low</b>
<b>Leadership Shortage</b>	<b>There would not be a member of leadership on the school site</b>	<b>Minor Low</b>	<ul style="list-style-type: none"> <li>Access via phone/Skype/Zoom</li> </ul>	SLT Staff	<b>Minor Low</b>
<b>Admin Shortage</b>	<b>There would not be a member of the admin team on the school site</b>	<b>Minor Low</b>	<ul style="list-style-type: none"> <li>Cover with TAs/SLT</li> <li>Inform parents not to phone unless emergency/use email</li> </ul>	Site	<b>Minor Low</b>
<b>Local Lockdown</b>	<b>School Advised to close as part of a</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>The school would work closely with the LA and Diocese taking their guidance and instruction</li> </ul>	LA/Diocese Governors	<b>Minor Low</b>

	<b>Local Lockdown</b>		<ul style="list-style-type: none"><li>• Parents would be informed of the Local Lockdown</li><li>• Home Learning would be implemented</li></ul>	SLT	
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