



## The Federation of the Church Schools of Shalfleet and Yarmouth

### Step 4 Coronavirus Risk Assessment Holiday, After School Clubs & Other Out-of-School Settings

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: 16<sup>th</sup> July 2021

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.

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/Preschool Awareness/School Site/Operational					
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 (2021) 'COVID-19: guidance for educational settings'</li> <li>DfE and PHE (2021) '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 &amp; preschool keep 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 & preschool has the most up to date contact details for family members and alternative contacts
- The school & preschool communicates with parents via **letter** and is put on the website and via Dojo/Tapestry, regarding any updates to school & preschool procedures which are affected by the coronavirus pandemic.
- Parents are informed via **letter** not to bring their children to school or on the school/preschool 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/preschool infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school/preschool as soon as possible if they believe their child has been exposed to coronavirus.
- School/preschool 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.
- 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 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: [sbm@federationshalfleetyarmouth.co.uk](mailto:sbm@federationshalfleetyarmouth.co.uk)**

<p><b>Policies</b></p>	<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>	<p><b>Major High</b></p>	<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: <ul style="list-style-type: none"> <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> </li> </ul>	<p>HT/SLT</p>	<p><b>Severe Medium</b></p>
<p><b>Safety Equipment</b></p>	<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>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>Ensure stocks for handwashing, tissues and PPE are in place, regularly monitored and ordered to maintain a stock in case of a breakout</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>	<p>Admin Staff Members</p>	<p><b>Severe Medium</b></p>
<p><b>Contractors/Visitors Supply Staff/Therapists/Coaches/Visitors /Trainee Teachers/Volunteers/Preschool</b></p>	<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</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>Visitors to school/preschool to resume normal practise</li> <li>Supply teachers, visiting therapists and other health professionals who support children are permitted to attend school/preschool settings as usual.</li> </ul> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> <li>Support staff working on a supply basis</li> <li>Peripatetic staff such as music tutors and sports coaches</li> <li>Those working in before and after school clubs</li> </ul>	<p>SBM</p>	<p><b>Severe Low</b></p>

	<b>hygiene/reporting procedures at school</b>		<p>Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>Contractors/visitors</p> <ul style="list-style-type: none"> <li>• Ensure that all visitors and contractors have signed in with the date of entry/exit and a contact telephone number.</li> <li>• Contractors/Visitors informed of new requirements</li> <li>• Supply teachers, trainee teachers, peripatetic teachers, external coaches' volunteers and temporary staff can resume normal practise</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions can resume normal practise.</li> <li>• Contractors/visitors must wash hands upon arrival and be informed of the need for good hygiene</li> </ul>		
<b>Drop Off/Pick Up</b>	<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>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• Parents/Staff members encouraged to walk/cycle to school where possible</li> <li>• Parents to be reminded of the need for social distancing</li> <li>• Parent to park in the designated bays in the drop off area, at their allotted arrival and pick up time.</li> </ul>	HT/SBM  Pick Up/Drop Off Staff	<b>Severe Low</b>
<b>Ventilation Whole School/preschool</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>• When Holiday is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</li> <li>• Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</li> <li>• Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible.</li> <li>• Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so)</li> </ul>	Staff Members	<b>Major Medium</b>

<p><b>Cleaning Whole School/Preschool</b></p>	<p><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></p>	<p><b>Major High</b></p>	<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>• Contract Cleaners (Top Mops) 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 children, focusing on the surfaces, chairs, door handles and toilets each day</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 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> <li>• Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Bubble groups to be allocated their own toilet block as reasonably practicable</li> <li>• Pupils to wash their hands thoroughly after using the toilet</li> </ul>	<p>Admin</p> <p>SBM</p> <p>Staff Members</p>	<p><b>Major Medium</b></p>
<p><b>Vacant Premises In the event of lockdown</b></p>	<p><b>There are Security Risks in the event of a closed school – such as attempted break ins, unauthorised use of the school grounds</b></p>	<p><b>Minor Low</b></p>	<ul style="list-style-type: none"> <li>• Access to the school/preschool setting is restricted</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> </ul>	<p>HT SBM Caretaker</p>	<p><b>Minor Low</b></p>

			<ul style="list-style-type: none"> <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>		
<b>Fire Alarm</b>	<b>Risk of infection being passed on whilst children are evacuating the building if the fire alarm goes off</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>Classes to be allocated areas on the school playground, away from the school building</li> <li>Fire Alarm practise will take place to ensure measures are adequate</li> <li>Fire alarm testing and drills to continue as normal</li> </ul>	Staff Members	<b>Severe Low</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>General reminders for handwashing – 20 seconds, running water, soap, alcohol rub. You must ensure that pupils clean their hands regularly including: <ul style="list-style-type: none"> <li>When they arrive at the school</li> <li>When they return from breaks</li> <li>When they change rooms</li> <li>Before and after eating</li> <li>after sneezing or coughing and before going home.</li> </ul> </li> <li>Catch it, Bin It, Kill It procedure reinforced if someone sneezes or coughs</li> <li>A range of PPE item available from the school office should an outbreak occur</li> </ul>	Staff Members	<b>Major Medium</b>

<p><b>Face Covering Staff, pupils, visitors</b></p>	<p><b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b></p>	<p><b>Major High</b></p>	<ul style="list-style-type: none"> <li>• From Autumn term (Step 4), face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms</li> </ul> <p><b>In circumstances where face coverings are recommended</b></p> <ul style="list-style-type: none"> <li>• If there is an outbreak in school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)</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>• 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 'black bag' waste bin (not recycling bin), again wash their hands before going to the classroom</li> </ul>	<p><b>Face Covering Staff, pupils, visitors</b></p>	<p><b>The risk of transmission of the virus is high without putting appropriate hygiene measures in place</b></p>
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### HOLIDAY CLUB/AFTER SCHOOL CLUB OPERATIONS

HOLIDAY CLUB/AFTER SCHOOL CLUB OPERATIONS					
			Key Actions	Who	Notes
<b>Who can attend the setting</b>	<b>Spread of infection</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend</li> <li>• Children should be encouraged to attend settings close to where they live. Ideally within walking distance or cycling distance. However, where children and young people do attend settings further afield, they should follow the COVID-19 <i>safer travel guidance for passengers</i></li> <li>•</li> </ul>		
<b>Wellbeing</b>	<b>Staff members mental health and anxiety could be high in relation to concerns about CV-19</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> <li>• Workload agreements put in place with staff members (<b>limit on email contact. Cut off time</b>)</li> <li>• SLT are available for any wellbeing conversations to discuss any concerns 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 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>	HT/SLT  Staff Members	<b>Major Medium</b>
<b>PPE</b>	<b>The risk of transmission</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>• In the event of a breakout, PHE may advise the use of face coverings.</li> </ul>		

STAFF					
			Key Actions	Who	Notes
Availability/Organisation	There is not enough staff to safely accommodate the children back at school	Major High	<ul style="list-style-type: none"> <li>Normal working hours and practise to resume.</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>Redeployment of staff/supply staff to cover</li> </ul>	HT/SLT	Major Medium
Wellbeing	Staff members mental health and anxiety could be high in relation to concerns about CV-19	Major High	<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> <li>Workload agreements put in place with staff members (limit on email contact. Cut off time)</li> <li>SLT are available for any wellbeing conversations to discuss any concerns 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 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</li> </ul>	HT/SLT  Staff Members	Major Medium
PPE	The risk of transmission	Medium	<ul style="list-style-type: none"> <li>From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.</li> <li>In the event of a breakout, PHE may advise the use of face coverings.</li> </ul>		
Lateral Flow Testing	Not engaging could increase the spread of Coronavirus	Major High	<ul style="list-style-type: none"> <li>Rapid testing remains a vital part of the government's plan to suppress this virus, therefore it is strongly advised that ALL staff/visitors/contractors complete the LFT's</li> <li>All staff, supply teachers and regular volunteers/visitors should be given access to the LFT kits, this is an optional test to help locate asymptomatic staff to help prevent transmission.</li> <li>LFT's are to be completed every Sunday and Wednesday evening, before 8pm.</li> <li>Staff must inform the school office via google form of their test result.</li> <li>Staff must record their test result via the NHS online platform (please refer to the LFT risk assessment)</li> <li>In the case of a void test result, staff must complete another LFT, should the second test show a void then the staff member must inform either the SBM or Headteacher of their test result. The staff member must begin self-isolation and book a PCR test. The staff member must self-isolate until the</li> </ul>		

			<p>PCR result has been received.</p> <ul style="list-style-type: none"> <li>In the case of a positive LFT, staff members must treat this as a positive case and follow government guidance to self-isolate. The staff member must book a PCR test.</li> </ul>		
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Pupils					
Pupils			Key Actions	Who	Notes
Hygiene	The risk of transmission of the virus is high without putting appropriate hygiene measures in place	Major High	<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> </ul>	<p>Pupils</p> <p>All Staff Members</p>	Major Medium
Organisation/ Attendance	<p>The risk of children going missing in education</p> <p>The risk of increased safeguarding concerns</p> <p>The risk of children infecting others with the virus</p>	Major High	<ul style="list-style-type: none"> <li>Out-of school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.</li> <li>Children should be encouraged to attend settings close to where they live if possible.</li> <li>At Step 4 it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used in schools from the autumn term.</li> <li>In the event of an outbreak it may be necessary to reintroduce 'bubbles' for a temporary period, to reduce missing between groups.</li> </ul> <p><b>CEV children</b></p> <ul style="list-style-type: none"> <li>All CEV children and young people should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</li> </ul> <p>Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a></p>	<p>HT/SLT</p> <p>Admin Team</p> <p>Staff Members</p>	Major Medium

<b>Groups and mixing</b>	<b>Spread of COVID-19</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>If sessions are normally run indoors, you should consider whether you can run them safely outside instead, as the risk of transmission is lower outdoors.</li> <li>Since 17<sup>th</sup> May, where wraparound and other extra-curricular activities for children are taking place indoors, they can take place in groups of any number. However when considering appropriate groups sizes, it will be important to take into account the factors detailed in this risk assessment. Such as the recommended occupancy levels of the setting and levels of ventilation.</li> <li>If the provision takes place outdoors, this can continue in groups of any number</li> <li>It is no longer necessary to keep groups apart as much as possible.</li> </ul>		
<b>Operating with multiple groups</b>	<b>Spread of COVID-19 Mixing of groups</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>When operating provision for multiple groups of children throughout the day, you should allow enough changeover time in between groups for cleaning, and to prevent children and parents or carers waiting in large groups.</li> </ul>		
<b>Educational visits</b>	<b>Outbreak/potential infection</b>	<b>Medium High</b>	<ul style="list-style-type: none"> <li>Given the gap in COVID-19 related cancellation insurance, when booking a new visit, please ensure that any new bookings have adequate financial protection in place</li> <li>No international visits</li> <li>A full and thorough risk assessment, ensuring any public health advice, such as hygiene and ventilation requirements, is included as part of the risk assessment</li> </ul>		
<b>Playtime</b>	<b>Risk of infection being passed on whilst children are playing</b>	<b>Major High</b>	<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>From Step 4, normal break time arrangements can resume</li> <li>Any play equipment used to be more frequently cleaned than normal.</li> </ul>	SBM/Adm in Team  Staff Members	<b>Severe Low</b>
<b>Travel and quarantine</b>	<b>Risk of infection being spread</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Where pupils travel from abroad to attend a boarding school, we will need to explain the rules to pupils and their parents before they travel to the UK. All pupils travelling to England must adhere to travel legislation, details of which are set out in government guidance</li> </ul>		

## 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>Confirmed case</b>	<b>Spread of COVID-19</b>	<b>Major</b>	<b>When an individual develops COVID-19 symptoms or has a positive test</b>	<b>Everyone</b>	<b>Severe</b>

<b>or suspected case</b>		<b>High</b>	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</li> <li>• They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of the passing on COVID-19 (for example, they are required to quarantine).</li> <li>• If anyone in school develops COVID-19 symptoms, however mild, they should be sent home and they should follow public health advice.</li> <li>• For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>• If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.</li> <li>• The household (including siblings) should follow the PHE <u>stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></li> </ul>		<b>Low</b>
<b>Confirmatory PCR tests</b>	<b>Spread of COVID-19</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• Staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at home guidance</u>. They will also need to get a free PCR test to check if they have COVID-19</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate</li> <li>• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>		
<b>Tracing/Outbreak</b>	<b>Spread of COVID-19</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• From Step 4, close contacts will be identified via NHS Test and Trace. School may be contacted in exceptional cases to identify close contacts</li> <li>• Pupils, staff and other adults should follow public health advice on <u>when to self-isolate and what to do</u></li> <li>• As with positive cases NHS Test &amp; Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test &amp; Trace where the positive case specifically identifies the individual as being a close contact.</li> <li>• From 16<sup>th</sup> August, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test &amp; Trace as a close contact of a positive COVID-19 case. Instead children will be contacted by NHS Test &amp; Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>• Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting</li> </ul>		

			<p>or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <ul style="list-style-type: none"> <li>• If the school have several confirmed cases within 14 days, we may have an outbreak. The dedicated advice service should be called who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, by calling the DfE helpline on 0800 046 8687 and selection option 1 for advice on the action to take in response to a positive case</li> </ul>		
<b>Admitting children into school</b>	<b>Spread of COVID-19</b>	<b>Medium High</b>	<ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, SLT can take the decision to refuse the pupil if, in the HT/DHT reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. The decision would need to be carefully considered in light of all the circumstances and current PHE advice.</li> </ul>		
<b>Containing any outbreak</b>	<b>Two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected.</b>	<b>Major High</b>	<ul style="list-style-type: none"> <li>• If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.</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 will only be used where absolutely necessary</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>• CEV staff are now able to attend unless advised by their GP or clinician</li> </ul>	Staff SLT	<b>Minor 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>• Guidance for pregnant employees should be followed</li> <li>• Pregnant women are considered CV and specific guidance for pregnant employees should be followed.</li> <li>• Ask staff member to contact their midwife to seek advice.</li> <li>• A separate Risk Assessment should be completed for pregnant members of staff.</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>
			<ul style="list-style-type: none"> <li>•</li> </ul>		