COVID-19 Risk Assessment and Action Plan – Re-Opening to All Pupils

Returning 8th March 2021 Version 2

School name	Oldbrook First School			
Assessment carried out by (name/role)	Mr Kirk Hopkins (Headteacher)			
Date of assessment	01.09.2020 21.01.2021 23.02.2021	Date of review for full staff re-occupation	02.09.2020	Date of review for full re-occupation	04.03.2021
Full Governing Body Sign Off	04.09.20220			

Health and Safety Checks Complete	03.09.2020 21.01.2021 04.03.21	Staff Available	03.09.2020 04.01.2021 08.03.21
Cleaning / Hygiene / PPE in Place	04.09.2020 04.01.2021 04.03.21	Operational Plan Read by All Staff	03.09.2020 03.01.2021 04.03.21
Designated Areas and Site Operational	04.09.2020 04.03.21	Operational Procedures Communicated to Parents / Visitors	July 2020 03.01.2021 04.03.21 26.08.2020 04.01.2021
Curriculum and Timetables in Place	04.09.2020 04.01.2021 04.03.21	Remote Education in Place	07.09.2020 05.01.2021 08.03.21
Risk Assessments Complete for All Vulnerable Staff and Pupils	On going Pupils by 05.03.21	Safeguarding Arrangements in Place	01.06.20220 04.01.2021 08.03.21
Catering In Place	07.09.2020 04.01.2021 04.03.21	Latest Review Date	25.01.2021 04.03.21

All areas must be signed off before school is re-opened.

Link to DFE Guidance Documentation

DFE: Planning Guide for Primary School   DFE: Guidance for Parents and Carers   DFE: Safer Working in Education   DFE: Early Years and Childcare Settings   DFE: Stay at Home: Guidance for households with possible or confirmed cases DFE:New National Restrictions from 5 November 2020   School and Childcare Settings: Return in March 2021 Get Internet Access DfE Rapid Asymptomatic Coronavirus testing for Primary Schools

Government requirement: As part of planning for full reopening from 8th March 20201 it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the system of controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. Schools should work through the below system of controls. They are grouped into 'prevention' and 'response to any infection'.

Prevention: We must always …
1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.   There is a requirement that they stay home if:
   - They have one or more coronavirus (COVID-19) symptoms
   - A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus symptoms.
   - They are required to quarantine having recently visited countries outside the Common Travel Area
   - have tested positive, even if asymptomatic
   - they have been advised by NHS Test and Trace to do so (this is a legal requirement)
   - a household member ((including someone in their support bubble or childcare bubble if they have one)) has tested positive, even if that case is asymptomatic
2. Ensure face covering are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning arrangements, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated.

In specific circumstances:
8. Ensure individuals wear appropriate personal protective equipment (PPE) where necessary
9. Promote and engage in asymptomatic testing, where appropriate.

Response to any infection: We must always …
10. Promote and engage with the NHS Test and Trace
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
12. Contain any outbreak by following local health protection team advice.

Many of the protocols and procedures that were implemented in the Autumn Term 2020 will remain the same with the expectation that they will be further embedded and become part of the daily 'norm'. All staff must follow the procedures and expectations within this document. If you have any questions or would like to raise anything please contact to Mr Hopkins (Headeteacher).

This risk assessment has been designed to meet the Government risk assessment requirements based on the criteria and frameworks hyperlinked above.

School Data (As of 08.03.2021)	Staff	Nursery	Reception	Year 1	Year 2
Total	23	29	30	51	28
In Attendance	23	29	30	51	28

Building Space (2m SD)	Maximum Capacity	Actual	Building Space cont.	Maximum Capacity	Actual
Nursery (10.4 X10.30)	(39)	29	Library (5.70 x 6.20)	30	One Bubble and cleaned between use
Ducklings (7.40 x 6.10) Wet Area (3.90 x 9.40)	60	30	ICT Suite – including Photocopier	30	Maximum of 15 pupils and cleaned between use
Chicks (3.90 x 9.40) Shared Area (6.20 x 5)			Staff Room Medical Room – Isolation Area	30	Only in use for Year 1 and Office Bubble Year 2 Staff Room – Lsuite EYFS – Nursery Office and kitchenette Patient and 1 Member of Staff Only
Ladybirds + Shared Area (5 x 6.60) Wet Area (4.50 x 7.40)	30	26	LM Room	Not in use	Not in use for pupils Additional Storage
Robins + Resource Shared Area (6.50 x 5)	30	25	Headteacher Office	(2)	1
Frogs + Shared Area (6.70 x 5)	30	0	Assistant Head Office	(2)	1

Dragonflies (5 x 5.64) Wet Area (4.50 x 7.40)	30	29	SBM / Admin Office	2	2
Hall (9.70 x 12.67)	Bubble at a time and cleaned between use	One Bubble and cleaned between use	Playground	Whole School	Staggered play and lunchtimes with no cross over
Learning Suite (4.50 X 8.30)	30	One Bubble and cleaned between use	Foundation Outside Area	All of EYFS	All of EYFS

Risk Matrix

Probability		Low	Medium	High	Very High
Probable		4	8	12	16
Possible		3	6	9	12
Unlikely		2	4	6	8
Remote		1	2	3	4
			Impact		

Hazard identified		The School Building and Grounds Meet Statutory Regulations and School Site is Operational

Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
• Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors	Review and complete MKC Building and Premises COVID - 19 Checklist (Safeguarding)	• Audit undertaken and any risk identified addressed for building-related systems including hot and cold water, gas, fire safety, kitchen equipment, security and access control, intruder alarms, ventilation	Audit and testing undertaken and risk assessment completed (JK/AB)	6	1	X
	Reduce build-up of bacteria growth	• Equipment that holds hot water should be run through at least a full cycle per week	Caretaker to check all complete and notify KH via email (JK)	6	1	X
	Conducting Site Safety Checks and Review all areas of school are secure and safe. Procedures in place for Fire Evacuation and Re-occupying Building. (Safeguarding and Health and Safety)	• The school has been thoroughly cleaned prior to the wider opening of the school • All entrances and exits to school are functioning and locked. • Walk ways are clear with no identified risks • Security cameras and CCTV in place and fully operational. • Intruder Alarm fully operational • Fire Alarm and Emergency Lighting Tested • Check All Fire Doors are operational and visual check on Fire extinguishers and breakpoints. • Designated areas not in use closed and signage visible. • Health and Safety Walk-around before school re-opens to pupils after adjustments made.	Caretaker to check all complete and notify KH via email (JK) 'Not in use' signage produced and attached (LV/MB) SLT and JK to complete	9	2	X

Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Staff and pupils aware of Fire Evacuation Procedures, exit fire doors and RE-Occupation Procedures. Appropriate staff aware of school sweep. • External pirate ship and trim trail to be taped off and signage stating out of use.	Policy / Procedure Updated and shared (KH) Signage updated if required. Tape off and signage (JK/LV)			
	To maintain weekly H&S Testing	• Complete normal weekly and monthly testing and record using tablet.	Caretaker to complete all (JK)	9	1	X
• Staff • Pupils	To maintain pupil and adult ratios for pupil safety. (Safeguarding and Health and Safety)	• Bubbles setup across the school 	Bubble 1	Nursery Class Reception Class
Bubble 2	Year 1 Classes
Bubble 3	Year 2 Class
Bubble 4	Offices	 • Limited cross-over of staff – All staff and pupils will stay in their bubble. Movement will only be for PE/MUSIC/ICT. Staff will have break and lunch in Year Group Staff Room – Adult access only. (EYFS – Nursery, Y1 and Offices Staff room, Year 2 Learning Suite). • Approach to absence reporting and recording in place. All staff aware. • Staff ratios will be reviewed daily. If there is not enough staff to operate safely due to illness	Staff and Pupil Guidelines (KH) Absence Policy Updated (KH) and shared with staff and Parents	12	6	X

Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		then risk assessment will be completed to review if safe to open. See if other staff members can be allocated Staff and pupils in bubble remain at home for stated period of time Potential School closure • Cover Plan for School Leaders in Place – If all SLT unable to attend school – school will remain open if a SLT member is able to work from home during self-isolation.				
• Staff • Pupils • Contractors	To maintain food provision for pupils	• Contact catering company • Full meal service to resume in school. Pupils to eat in school hall which will be cleaned between use by MDS team. Lunch staggered • Food parcels to be provided for FSM pupils remaining at home due to self-isolation. • Risk Assessment provided by catering company for servers • Procedures to be confirmed and shared with Staff and Pupils.	St Pauls Catholic School (LV) SBM/BS to coordinate Staff Communication (KH) via teams 01.03.21	12	6	X
•	Maintain enhanced cleaning arrangements, including cleaning frequently touched surfaces often, using standard products such as detergents (5)	• Additional cleaning at key points throughout the day by Caretaker and Support staff. • Agreement on additional hours and staffing.	JK Increase caretaker hours (KH JK)	12	3	X

Hazard identified		The spread of Covid-19 coronavirus

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
• Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors Risk of contracting Covid-19 and risk of transmission to others Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school (1)	• Staff given instruction on what to do if they or someone in their household experiences symptoms; • Staff given instruction on what to do if a pupil shows symptoms at school; • Any staff / pupils displaying symptoms of coronavirus in school to be sent home; requested to obtain test and follow NHS guidance. • Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms; • Staff/pupils must be tested if they display symptoms of coronavirus; test kits available to school staff / pupils who may have difficulties accessing a test (see criteria sheet) • If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 10 days after the first day of symptoms. • If any Pupils or staff member tests positive for Covid-19 then the H/T or AHT will complete the Local Authority online form . School will seek advice from DfE National Helpline 0800 046 8687 and Local Public Health Team Public.Health@bedford.gov.uk DFE: Stay at Home: Guidance for households with possible or confirmed cases	Staff Guidelines (KH) Staff handbook contains flow chart of procedure (KH) First Aid Policy Update (KH) Parent Handbook updated Parent/Carer Handbook Updated (KH) Letter Template (LV) As part of Letter Template (LV) Test Kit Criteria Sheet	12	3	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Extremely Clinically vulnerable children and adults: Shielded children and adults: Clinically vulnerable children and adults:	• Staff and parents notified that all staff and pupils are expected to remain at home until at least 31.03.2021 if they have received a shielding letter. • Parents of children categorised as extremely clinically vulnerable whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education until advised by their clinician. School will make appropriate arrangements to enable them to continue remote learning through Oak Academy and remote one to one pastoral support. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school and Nursery. • Staff who are clinically extremely vulnerable will be advised to work from home and not to come into school. 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. Staff should talk to the Headteacher about how they will be supported, including to work from home where possible, during the period of national restrictions. • All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. • Individual Staff and pupil risk assessments conducted on an 'as required' basis; to include remote learning if restrictions are put in place or change to shielding measures. GOV.UK:Guidance on Shielding and Protecting • Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.	Individual Risk Assessment completed with parent via telephone (KH) Individual Risk Assessment completed with staff member (KH) Parentmail to notify parents/carers to contact school if they fall within any of these categories.	12	3	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Parents / Staff Member are expected to review implications at next clinical appointment and notify headteacher. (1)	• Staff email to notify Heacteacher if shielding extremely critically or clinically vulnerable. • Staff and parents given advice on who is not expected to attend school; • Individual risk assessments conducted on an 'as required' basis; • Reasonable adjustments for disabled workers to be assessed on an 'as required' basis.	Email (KH) Parentmail 26.02.20201 Individual Risk Assessment completed with parent via telephone (KH) Individual Risk Assessment completed with staff member (KH)	12	3	x
	Hygiene measures Clean hands thoroughly more often than usual (3) Increased frequency of hand washing for 20 seconds with soap and water (or sanitiser where there is reduced access to handwashing facilities) (2)	• Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing; social distancing in toilets • Hand hygiene protocols are to be re-visited 08.3.2021 when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations. • Teachers/Adults to ensure that everyone washes their hands at key points throughout the day – at the beginning of the school day, break times, before eating, before leaving school. • Provision of hand soap and disposable paper towels in toilets and regular checking of supply; • Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); • Measures in place for children who may require additional support. Observed washing followed by Hand sanitiser.	Re-opening school Staff/Parent Guidelines booklet (KH) Staff to implement 08.03.2021 Caretaker to stock and replenish (JK) Signage (LV MB) Adults to address multiple time daily (All)	16	6	x

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (4) Maintain Changing Nappy Protocol (7) Safe use of alcohol-based hand gels (adults) and non-alcohol	• Hand sanitiser and tissues available in classrooms and other key locations as well as bins with lids. ==Catch it, bin it, kill it signs by tissue box and bin.== • teachers to monitor bins and do whatever is possible to keep overflowing to a minimum. • Staff to wear freshly laundered professional clothes daily to school. (as per staff handbook and dress code) • Children to wear school uniform. • ==During 'March Induction', children will be reminded of the new rules around school that encourage them to stay socially distant from other bubbles, catch it, bin it and kill it.== • Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom and their hands must be cleaned afterwards. • ==Regular reminders about 'Catch it, kill it, bin it'== Teaching links https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands • Follow normal practice providing children showing no symptoms. • Use PPE – gloves, disposable aprons. • Sanitiser will be placed in classrooms, only when a sink (with hot water supply and soap) is not available. Pupils and staff will be reminded to wash their hands with hot soap and water at hourly intervals – using hand sanitiser when that is not appropriate.	Caretaker to stock and replenish (JK) ==Signage (MB)== Adults to address multiple time daily (All) Catch it, Bin, It signage Signage (LV)	 (red)	 (orange)	

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	based (pupils) (3)	• Hand gel will be placed at main entrance into school – notices displayed to inform visitors to apply gel when entering the building. • Pupils will be instructed to use one small blob only and massage around hand, fingers, thumb for approximately 20 seconds or until completely dry. • Notices will be displayed alongside all hand gel stations. • Pupils will be informed not to put their fingers in their mouths. • Staff members will monitor usage and ensure that a replacement bottle is installed once the existing bottle is empty. Replacement bottles are stored in a secure area • Inform parents of hazards associated with the use of sanitizer and request that they check children's skin on a daily basis to look for evidence of skin irritations.	Parent Handbook (KH)			
	Enhanced cleaning Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach (5)	• Enhanced cleaning protocols are in place. These include: o Thorough cleaning of classrooms and communal areas at the end of the day; Bleach sprays to be used on surfaces. o More frequent cleaning of rooms and areas that are used by different groups – staff room, main reception area, school hall, ICT suite. Signing sheets to be completed daily. o Cleaning of frequently touched surfaces throughout the day by Caretaker and support staff within bubbles. Singing sheets to be completed daily. o Bins for tissues emptied regularly during the day; o Cleaning of play / outdoor equipment between groups; o Cleaning of other equipment for practical lessons between groups; o Cleaning of VDU, IWB, technology daily.	Re-opening school Staff/Parent Guidelines booklet (KH) Caretaker to stock and replenish (JK) (Make up cleaning solutions and clearly label)	16	6	x

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		o Lunch tables cleaned between groups by support staff and MDS; All lunches will be eaten in school hall. MDS will bring meals to tables. o Removal of unnecessary items from learning environments; o Removal of non-washable soft furnishings, rugs, soft toys and toys that are hard to clean. o Rotate equipment allowing them to be left unused out of reach for a period of 48 hours (72 hours for plastics) o Clean regularly used resources and hang out to dry in washing bags. o Reading books to be sent home. On return to be placed in a quarantine box for a period of 48 hours before being re-shelved. o Anti-bac wipes to be used on printers, devices where shared use. Please use provided hand sanitiser before and after use of equipment and wipe with cleaner next to equipment. • Additional protocols, including provision of PPE, will be followed for cleaning any area – gloves, aprons. • Regular checks on cleaning and cleaning action sheets are carried out by identified person on site each day. • Deep clean of all areas will be carried out at the end of each day. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Homebase sides cleared (Teachers) Review and amend cleaning check sheets (MB/JK)			
	Minimising Contamination following	Enhanced cleaning protocols are in place in line with Government guidance. To include the following:		16	2	x

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	possible or confirmed case through effective cleaning. (1,3,5, 8,11,12)	• Area will be deep cleaned following any known contamination outbreak. • PPE to be worn before entering the area – minimum of disposable gloves and apron. Hands washed for at least 20 seconds following removal of gloves. • Area cleaned and disinfected in line with cleaning protocol including high contact areas • All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. • Wash launderable items • Waste double bagged and stored securely for at least 72 hours before being disposed of. • Advice sought from Public Health England and MKC • If outcome positive then Headteacher to contact PHE and close contacts to self-isolate. • Arrangements for accessing testing, if and when necessary, are in place. • Staff are clear on returning to work guidance. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Cleaning staff aware of cleaning procedures (JK) Staff trained in using PPE (KH/JK) Cleaning Protocol – Staff Guidelines booklet (KH) Parent Letter (LV) Testing Arrangements and Timeline – Staff Handbook (KH)			
	Minimising cross Contamination when administering	• A supply of face masks, gloves, aprons will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a	Purchase and stock first aid kits (MB/LV) Medical Procedure Update (KH)	9	6	x

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	medication or first aid. (6,8)	child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; • Each Bubble will be provided with appropriate first aid kits to treat minor accidents. • Major incidents will be dealt with in the Medical Room by the designated paediatric first aiders. • Additional training needs on the use of PPE identified with individual staff and training scheduled to take place for any new staff members.	Staff Guidelines (KH)			
	Isolation Room for suspected cases (1,8,9,10,11,12)	• Current Medical Room to be used for Isolation Space • All equipment necessary to support needs of pupil or staff member with symptoms. • Parent / Next of Kin contacted immediately to collect. • Headteacher notified straight away. • First Aider from Bubble and suspected pupil only allowed in isolation room. Door to be closed • Handwash and Hand sanitiser available at sink. • Follow cleaning procedures for suspected case. • Disabled toilet in main reception – only to be used for isolation room.	Check Medical Room (KH) Signage on door – isolation room – do not enter. Stock levels (JK) Signage on disabled toilet (LV)	16	6	x
	Maximising ventilation (7)	• Windows opened at start of day by Caretaker and doors open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).	Signs to be placed on doors that are not to be propped open (LV/JK)	6	2	x
	Minimise contact between individuals and maintain social distancing	The following practices have been put in place: • Groups (bubbles) established following space and movement risk assessments to promote social distancing and reduced mixing.	Staff and Pupil Guidelines (KH)- Circulation Plan, access arrangements, drop off / collection, break times,	16	6	x

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	wherever possible (1,6)	**Bubble 1** — Nursery Class / Reception Class **Bubble 2** — Year 1 Classes **Bubble 3** — Year 2 Class **Bubble 4** — Office Staff • Breaks and lunchtimes Rota for staff to reduce cross-over of staff and located in different areas. Nursery – Nursery office and fridge Reception – Nursery office and fridge Year 1 – Staff Room (Left hand side chairs with number 1 sign) Year 2 – Learning Suite Kitchenette and Music Room Office Staff – Staff room (Right hand side chairs with number 1 sign) • One-way circulation in corridors; - Children's movements limited to only when timetabled to move. • Accessing Year groups / Bubble Group Areas directly from outside where possible; • Staggered start/finish, break/lunch times; segregated areas • Limited numbers using toilet facilities at one time (4 pupils); • Staff to use allocated toilet (EYFS – Nursery toilet, Year 1 – Staff disabled toilet, Year 2 Middle toilet, Office End toilet) and to wipe toilet after use. Viricidal cleaner in toilets. • PPA will resume with visiting teachers for PE and Music. They will work with one bubble for the term.	lunchtimes, staff breaks, staff room arrangements, Toileting arrangements, Group arrangements, emergency evacuation. Group timetabling Break and Lunchtime (RD) Staff Break Timetable (RD) PPA Guidelines and Remote Learning Guidelines (RD) Setting up barrier system (KH/JK) Signage (LV) All Staff Parent Handbook (KH) Parentmail to notify MB/LV signage for doors Named resources (Teachers)			

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		• Re-Introduction for all - drop-off / pick-up protocols that minimise contact; all parents/carers and allocated staff expected to wear facemask. • Rearrangement of classrooms with seating/table positions – children not directly facing each other. Removing excess furniture / resources / non-washable soft furnishings etc. Children will be spaced across table even further to enhance social distancing. (3 children per group table) and spaced at further apart when on the carpet. • Limited use of shared resources and prevention of sharing stationery and other equipment where possible; pupils have own pencils, whiteboard pens and boards and other resources they use regularly. • Consistent groupings of staff/pupils wherever possible with minimal mixing; • Conducting regular classroom activities outdoors through planned timetabling; • Reduction of unnecessary travel – timetable travel only. • Provision of additional support to children as necessary to follow these measures; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. • No full school assemblies or gatherings will be carried out. • If children need to be seen the HT or a member of the SLT they will arrange to speak to the child in a suitable area promoting social distancing.	Table positions to be given to Headteacher (Teachers) Group Timetable (RD) Fire Evacuation drill w/c 08.03.21 (KH)			
	Promoting Social distancing in Groups (Bubbles)	• Provision planned for individuals to complete. • EYFS activities promote as much distance as possible and set apart. Outside space used with children being split as evenly as possible.	Planning completed with learning activities which promote social distancing where possible (Teachers)	16	4	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Set snack time – children seated apart and if weather good can take place outside. • Lessons planned for individual work in KS1. • Use outdoor learning spaces where possible • Whole class / group teaching to be no more than **15 minutes).**	Classroom areas set up (All)			
	Consideration given to what activities are more difficult/ not possible to be undertaken with social distancing in place.	• Risk Assessments undertaken for all subjects • Whole school approach to adapting curriculum (S/M/L term), including: Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes • Microsoft Teams Timetable setup for each year group. • Staff implement on-line learning and teaching daily through Teams which reflects the broad and balanced curriculum. Support staff support learning of pupils in school whilst teachers deliver live lessons. • PPA arrangements will continue with visiting teachers staying in one bubble for the term. • Singing to take place outdoors wherever possible. If indoors use larger room to allow dilution of aerosol transmission and a reduction in the number of singers promoting social distancing at all times (minimum of 2 metres). Pupils should be positioned side to side or back to back. Pupils should be encouraged to sing quietly. • Use of Instruments – Pupils and staff should wash their hands before and after using instruments. Avoid sharing instruments where possible. (See PPA Music Risk Assessment) • PE – Outdoor PE will take place in the Spring term wherever possible. Indoor PE can take place in the hall - windows will be opened maximising natural airflow. Provision will be adapted to promote social distancing and extra care given to cleaning and hygiene.	Subject Leader Risk Assessments (Teachers) Curriculum Review (all) and adapted in weekly PPA and wellbeing planned for daily. (teachers)	16	3	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Promoting positive behaviour and following safety guidelines. (6,7) (Safeguarding and Health and Safety)	- Behaviour policy updated prior to school re-opening taking account of any updated safety measures. - Measures in place for children who may require additional support. - Risk Assessments completed for all EHCP pupils and pupils with SEMH need who may be pose greater risk due to spitting, biting, mouthing and behaviours that require close contact. - Masks (H95 grade), gloves and aprons to be worn - instructions provided for wearing properly	Behaviour Policy Updated and shared with all (SLT) ==Risk Assessments completed (RD and CT)== Check PPE stock (LV)	6	3	X
	PPE Normal supply of PPE will be maintained and disposed of accordingly. (8) In line with government guidance, face coverings are not recommended universally for Primary Schools for staff and pupils (2)	- A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; - Pupils will not wear face coverings whilst in school. - In areas outside of classroom bubbles between members of staff and visitors e.g. staff rooms, planned meetings with visitors, when entering and exiting the school and when moving around the school outside of **bubbles all staff members must wear a face mask.** - Face shields/masks may be worn within classroom areas if staff choose to. ==If wearing a face shield a covering must also be worn.== - Additional training needs on the use of PPE identified with individual staff and training scheduled to take place. - PPE will not be provided to children in line with Government guidance.	Update Staff and Pupil Guidelines (KH) Maintain stock levels (LV) PPE guidance in Staff Handbook ==Staff to request re-training from SBM if needed (LV)==	9	2	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Used PPE and any disposable face coverings that staff, children, visitors arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. • Any homemade non-disposable face coverings that children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. • Where face coverings become damp, they should be removed, disposed of and replaced with a new one. • Exemptions from wearing face coverings applies to individuals who: Cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability; Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expressions to communicate				
	Reducing face-to-face contact between staff, pupils and visitors	• Access into school is not permitted to parents and carers without a prior appointment and will be limited. All communication is via e-mail or telephone only. If children need collecting from school then the child will be taken out of the school building to the parent maintaining social distancing rules. • Website updated on front page to make it clear to parents/visitors that school is closed to all visitors and if they need to come into school, they must telephone first. State that nobody can enter the school with symptoms and should get tested if they have symptoms	Update Staff and Pupil Guidelines (KH) Comms to parents. Update website (LV/KH/MB)	12	2	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing; • Staff will only meet with parents on a one-to-one basis after discussion and approval with a member of the SLT and through appointment only. Electronic system Parent Cloud in place to support virtual meetings with parents/carers • Staff to only enter and exit school building through carpark door and must wear a face mask until they are within bubble. Staff are to go straight to bubble when entering the building and stay within the bubble area. Staff are only permitted to leave the bubble area to use the toilet facilities, allocated break area or access the self-isolation room. • Staff in designated Bubbles to stay in Bubbles at all time. and not to enter other Bubble spaces. • Where possible adults to remain at least 2-metres from other adults and pupils. Face to face contact should be avoided and minimise time spent within 1 metre of anyone. • SLT, visiting teachers, specialists who may need to enter bubbles must maintain social distancing of 2-metres as much as possible. • Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; • Only essential visitors are allowed on site with the prior permission of the headteacher and must be supervised at all times whilst maintaining 2M social distancing as well as wear face mask/shield. • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.	System check (LV)			

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Contractor visits are only scheduled outside school that pupils are in attendance. They must provide a risk assessment to school before attendance. • WRAP Around clubs / Breakfast Club will continue to support working parents. • Specialist services will continue - speech therapists, sports coaches, music teachers etc. • Breakfast Club area will be divided into Three areas to enable children to stay within Bubbles they are currently in (Bubble, 1, 2 and 3). Staff will stay outside of areas as much as possible and promote at least 2 metres distance. • After school clubs will resume from Term 5 to support working parents and enrichment. • Staff responsible for signing in/out will be through verbally notifying LV/MB who will record in signing sheet. A separate sheet will be kept for any visitors. Lanyards will not be issued for hygiene reasons, however will be accompanied by JK/ MB whilst on site. • Deliveries will be only accepted at in the main car park. Signage notifies driver of process. All deliveries to be signed for by driver. Office staff only to receive delivery. Gloves to be worn and packaging disposed of straight away.	Arrangements shared with parent/carer via parentmail (MB) Laminated staff signing in sheet. (MB) Visitor signing in (MB) Signage for door and office window			
	Social distancing in school offices and communal spaces	• Offices only to be entered by office user. All other members of staff to remain behind taped markings on floor. • Staff required not to share workstations, telephones, or other equipment unless properly sanitised between users; • Reception Area reassessed to observe social distancing rules; additional chairs removed and signage installed; • Staff room (only accessed by Year 1 and Office staff) - observe social distancing rules; increased visibility on entry; additional signage installed. All appliance handles cleaned daily. Staff have option to wear face covering if required.	Signage for visitors (LV)	12	2	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Members of Staff to have own mug which they re-use. Staff Wash up in own items used and put away. • Reception staff instructed on how to deal with deliveries safely.	Review Protocol established (LV)			
	Reduction in use of public transport to get to and from school (6)	• Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; reduction in travelling car • Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. • Staff / Pupils travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. Pupils under the age of 11 are not required to wear face coverings on public transport.	Communication with Parents (KH) Staff Guidelines (KH)	16	2	X
	Monitoring	• Management checks to be undertaken weekly on the control measures in place and reported back to [the headteacher]; • Staff encouraged to report any breaches of health and safety protocol they have witnessed.	Spot checks to take place and reported (SLT) Staff Guidelines (ALL)			X

Hazard identified	Staff/Pupil Wellbeing, Safeguarding and Emotional Distress to Staff, Pupils and Parents

Who might be harmed and how?	Measures to control the risk (number linked to Government measures)	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
• Staff • Pupils	Communication clear and effective of plans, procedures and timetables. (1,2,3,4,5,6,7,8,9,10, 11,12)	• Initial re-opening briefing • Risk Assessments and Key Guidelines shared with all staff and on website. Staff to offer suggestions or areas for consideration to Headteacher if concerns.	01.03.21 (KH) via teams Safesmart and to read and understood by all (KH/LV)	16	3	X
• Staff • Pupils • Parents • Volunteers / governors	Provide staff with opportunities to talk about feelings, emotions and experience's daily and access to services. (Safeguarding and Health and Safety)	• Regular opportunities to speak about thoughts / feelings and procedures • Consider and implement suggestions made • Support individuals when need arises • Daily check ins and check out with allocated member of the SLT • Posters displayed in the staff room to include support lines – stress and bereavement counselling • The staff room will be laid out with chairs separated. No more than 6 people permitted in the staff room at any time. • Staff to go to specific teaching areas on arrival and not to congregate in staff room at the start or end of the school day.	Staff Guidelines (KH) Support Lines Poster (KH)	12	4	X
	Provide opportunities for pupils to talk about feelings, emotions and experience's daily. (1,2,3,4, 5, 6, 7) (Safeguarding)	• Daily planned well-being support / lessons • Daily wellbeing sessions e.g. relax kids, Zen Den, RP's **which must take place** • Pupils aware of behaviour rules and safety expectations. • Consider consultation with pupils regarding feeling safe during re-opening.	Teacher Planning (Teachers) New Rules and Safety Rules Posters (RD) and timetable overview (RD)	12	4	X

Who might be harmed and how?	Measures to control the risk (number linked to Government measures)	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Pupil's to stay with class teacher and Known adult within Bubbles at all times. (6)	• Groups carefully planned • Pupils from the bubble will not be permitted to work away from the bubble and designated areas for teaching and learning. • Pupils suffering from anxiety may need to have reduced time in school to support their emotional needs. These arrangements will be decided on an individual basis by a member of the SLT. • Staff will allocate adequate time within the first two weeks of return to schooling to allow pupils to talk about their emotional needs. • Teaching staff will use skills and resources to support emotional needs in order to respond to pupil's problems with re-adjusting to school life. • Learning Mentor to be based in year 2 for SEMH and learning needs Term 4.		9	1	X
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	• Regular discussion with children • Assessments carried out in first two weeks to identify gaps in learning. • Planned progression and long-term plan reviewed. • Plans in place for EHCP and vulnerable where needed. • Behaviour policy and rules shared with all. • Visual timetables • Carefully plan for the additional catch-up funding to support pupils and families requiring additional support.	Staff guidelines Teaching Staff Team Meeting (RD, DB) (RD) All Teaching areas (teachers) Catch up funding plan (SLT)	8	2	X
	Approach to supporting wellbeing, mental health and	• Bereavement Support available through Educational Psychology team	Teachers to plan for daily well being and PSHE activities. (Teachers)	12	4	X

Who might be harmed and how?	Measures to control the risk (number linked to Government measures)	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	resilience, including bereavement support. (Safeguarding and Health and Safety)	• Wellbeing plan as part of School Development Plan				
	Consideration of the impact of COVID19 on families	Identify families who may fall into the following criteria and offer support and guidance. • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups	MyConcern updated by all staff when arises	12	6	X
• Pupils • Parents	Review all open safeguarding cases and current procedures (Safeguarding)	• Review safeguarding policy to include any updates • Review plans and actions with CSC / CFP's • Continue weekly welfare checks with non-attending pupils and families who are categorised as CEV. . •	Update safeguarding addendum / Child Protection Policy (KH) Review vulnerable list and update (SLT)	9	6	X

Risk Assessment	Governance

Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
- Staff - Pupils - Parents - Volunteers / governors	Fully operational and meeting statutory requirements.	- Prioritise meetings and decisions that need to be taken - Governors are clear on their role in the planning and re-opening of the school - Governors are clear on their role in providing support to leaders in the current situation. - School leaders are clear on what governors need to know and how frequently they receive information. - Virtual governing body meetings to continue for at least the Autumn Term	New meetings scheduled (JH) Read and Ratify Risk Assessment 03.09.2020 04.01.2021 08.01.2021 25.01.21 01.03.21	4	2	X

Rapid Testing for Staff – Lateral Flow Device Testing

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
• Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors	COVID- 19 Spreading within the school community. Lack of Staff Awareness	• School staff are following the procedures already set out in protective measures risk assessment which follows Government recommended control measures. • COVID Coordinator and Registration Assistant attend Gov.uk webinars • Optional LFD testing will commence in school from Thursday 28th January and will reoccur bi-weekly on a Monday and Thursday morning until at least Easter. Staff taking part will take these tests at home and will only commence work onsite if the result is **negative.** • Staff LFD results to be recorded by individual members of staff using government and school electronic reporting form. This will support identifying staff with positive results for contact tracing, managing stock and distribution. • This will be kept securely on one single register which will be a protected file and only accessed by the following people: Covid Coordinator – Kirk Hopkins, Lyndsay Vale Covid Registration Assistant – Lyndsay Vale, Amanda Birdseye • Staff who report a positive LFD result are expected to book a Polymerase Chain Reaction	Update risk assessment (KH) Watch webinars 18.01.21, 19.01.21 (KH.LV) Record delivery of LFD test (LV) 21.01.21 Store tests securely (LV) 21.01.21 Set up electronic reporting template 24.01.21 (KH) visiting staff to email (LV) Notify staff of Government and school reporting template 25.01.21 (KH) Store excel file securely on system with password protection 28.01.21 (LV) COVID coordinator and Registration Assistant aware of role and materials from NHS / Government 21.01.21 (KH, LV)	16	8	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		(PCR) test, self isolate and report results to Headteacher.	Staff handbook to notify of process with links to LFD test booklet and outcomes 21.01.2021 (KH)	(red)	(red)	

	Communication with Staff	• Staff Meeting to inform all staff of testing process for staff in Primary Schools. Recorded sessions for visiting staff.
		
		• Staff to complete opt in/out form. Visiting staff to email LV.
		
		• Staff Handbook written containing all information, guidance and procedures. Version for visiting staff with amendments.
		
		• Staff aware of rationale and testing process through reading Oldbrook Staff Lateral Flow Device Testing Handbook which includes:
		
		  - Rationale, how to guides and video of how undertake the test
		
		  - Reporting requirements
		
		  - Process of who to contact including for positive and void tests.
		
		• All staff members to attend LFD staff information meeting including school and test procedures so whole school team aware.
		
		• Staff LFD results to be recorded by individual members of staff using electronic reporting form.
			Staff Teams Meeting 20.01.21(KH)
			
			Staff members to complete form by 25.01.21 (All Staff)
			
			Write Staff Booklet and Check contents 21.01.21 (KH, LV)
			
			e-mail containing all information to be sent to staff 23.01.21 (KH)
			
			Staff Information and Procedure Session 25.01.2021 (All Staff)
			
			Staff to record on a Monday and Thursday morning (All)
			
			e-mail reminder scheduled for Monday and Thursday with links to reporting forms 28.01.21 (KH)
				16 (red)	1 (green)	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Staff members read the privacy notice and aware of the use of data. • Staff aware of when and how test kits will be distributed.	Sign to acknowledge and agree with privacy notice on Test Kit Log 28.01.21 (All) Update Test List Log with additional columns 25.01.21 (LV) Collection information shared with staff at briefing session 25.01.21			
	Low Staff Uptake in testing	• Tests are optional for staff. They are not mandatory. • All information will be provided so that members of staff can make an informed decision. • Opportunities for staff to ask questions at all sessions.	Staff Information and Procedure Session 25.01.2021 (All Staff)	16	4	
	Tests stored correctly, stocks managed and collection manged in a safe way.	• Tests to be securely locked away in Headteachers office at all times to prevent unauthorised access. • Test kits to be stored in a cool, dry place at a temperature between 2 and 30 degrees. • The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. • Headteacher will make stock available to Registration Assistants at the time of distribution. • Collection of tests will be staggered by Year group bubbles on 27.01.21	Ensure tests are securely locked away before and after distribution 27.01.21 (KH) and stock monitored (LV) Ensure storage and temperature 27.01.21 (All staff) LV/AB to collect tests from KH on 28.01.21 Collection timetable in presentation to staff and on communication board 22.01.21 (LV)	12	2	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• When collecting tests, staff members to promote social distancing, wear appropriate face covering, hand sanitise before collecting and signing and maintain distance.	Staff notified in collection email of process 22.01.21 (LV)			
•	Lack of Staff Reporting	• Staff aware of reporting procedures and reminders with links set on day of tests. • Staff know to report Void, Double Void and Positive test outcome directly to headteacher and Assistant Head if Head uncontactable as well as completing either online or by telephone as per the instructions in the home test kit. • Negative test results are recorded on electronic forms.	Staff information and procedure session 25.01.21 and notification events setup with links to forms (KH) Staff to notify (All) Bi-weekly of test outcome V, DV, +ve	16	4	
•	Tests are undertaken incorrectly causing false readings.	• Covid Coordinator and Registration Assistant has undertaken relevant training and informed staff of how to access the training video/documents prior to taking part in testing. • Staff informed to discard instructions in test kits and issued updated instructions (dated 15.01.221) when collecting tests. Staff will sign to say they have received updated instructions. • Staff will follow step by step instructions including preparation steps as set out in 'Your step-by-step guide for COVID-19 Self-Testing' (Version 1.3.2)	Staff information and procedure session 25.01.21 and handbook sent containing links to all documents and videos 23.01.21 (KH) Registration Assistants to ensure updated leaflets are given with each set of tests and signed for 27.01.21 (LV. AB)	16	4	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		• Opportunities for staff to feedback on testing process periodically. • If test if void, staff member to undertake a new test. If 2 void tests, staff member to contact Headteacher and book a PCR test. • If a number of tests are giving void results, or are damaged/leaking staff member to report.	Registration Assistant to communicate fortnightly via e-mail (LV) All staff bi-weekly if this occurs			
•	Lack of Incident Reporting	• Staff and COVID Coordinator follow Incident Reporting process by raising a 'yellow card' **Schools** **Incidents** In the case of an issue, it is most likely that this will be experienced by an individual at home. However, **if there seems to be repeated or similar issues** (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported. DHSC/MHRA may require the school to provide more information if further investigation is required. **Learning and improving** To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this. **Individuals** **Clinical issue** If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. **This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.** **Non-clinical issue** For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland **Inform school** Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.		16	3	

Attendance Guidelines and Protocols for Blended Learning

Guidance		Staff Attendance		
Scenario	**Attendance**	**Outcome**	**Actions to address to take control the risks?**	**Pay and Conditions**
Staff with confirmed Covid-19 Virus	Must NOT attend work	Self-isolate for 10 days <mark>from the day after</mark> the symptoms started or the test date if they did not have any symptoms but have had a positive test. <mark>Household members to self-isolate for the next 10 full days.</mark> <mark>If after testing positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</mark>	Staff member should obtain an <u>isolation note</u> and submit a copy to the school. This will be kept on the staff members personal file. Staff member should notify the school when they are fit to work. Staff member to engage with the NHS track and trace process. <mark>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm.</mark>	Contractual sick pay under contract of employment.
Staff showing symptoms of Covid-19 <u>Self-isolation advice</u>	Must NOT attend work and <u>book a test</u>	Self-isolate until test results available. If negative and feel well and no longer have symptoms similar to coronavirus can stop self-isolating and return to work. The only	If unable to work from home, staff member should obtain an <u>isolation note</u> and submit a copy to the school. This will be kept on the staff members personal file. Once completed the recommended period of self-isolation able to return to work unless it is confirmed that they have contracted the virus.	If working from home, paid as normal. If not, classed as absent under the "contact with infectious diseases provisions" under the Terms and Conditions for Teachers and Support Staff (Burgundy and Green Books).

Guidance		Staff Attendance		
Scenario	**Attendance**	**Outcome**	**Actions to address to take control the risks?**	**Pay and Conditions**
		exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for the next 10 full days from the date of the contact.	If positive staff member to self-isolate for the next 10 full days from the onset of symptoms and then return to school only if there are no symptoms other than cough or loss of sense of smell/taste as these can last for several weeks. Remote education will be delivered by member of staff from day 1 via a blended learning approach or alternative tasks delegated. Staff member to engage with the NHS track and trace process.	The provisions for each are slightly different: • Burgundy Book – sick pay in line with their contractual entitlement* • Green Book - normal pay (not sick pay) *NB sick pay in these circumstances is not counted for any future sickness entitlement and for most will be full pay.
Staff living with someone who is showing symptoms of coronavirus	Must not attend work until results of tests available.	If test is positive for family member then self-isolate for the next 10 full days and then in line with NHS advice		
Staff who fall into the clinically <u>extremely</u> vulnerable group and have received a further shielding letter from the NHS **Link: shielding**	Advised to work from home.		Staff members within 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. Staff should talk to Head teacher about how they will be supported, including to work from home where possible, during the period of national restrictions. A risk assessment will be completed.	
Staff in the clinically vulnerable group (but not extremely vulnerable as above): • **Are aged 70+** • **Have underlying health issues,** as listed by the Government	Must attend work.		Staff should talk to Head teacher about how they will be supported. Staff member must follow school risk assessment and procedures. This includes observing good hand and respiratory hygiene, minimising contact and maintaining social distancing of 2 metres and where this is not possible avoid face to face contact and minimise time spent within 1 metre.	Pay as normal if attending work. Otherwise pay in accordance with conditions as above.

Guidance	Staff Attendance			
Scenario	Attendance	Outcome	Actions to address to take control the risks?	Pay and Conditions
• are in 1st or 2nd trimester of pregnancy			Risk assessment conducted with the Headteacher	
Staff living with someone in the <u>extremely</u> clinically vulnerable or clinically vulnerable group	Should attend work [Shielding Guidance](#)		Staff member must follow school risk assessment and procedures.	Pay as normal if attending work. Otherwise pay in accordance with conditions as above.
Staff living with front line NHS workers	Should attend work		Follow normal school procedures and measures.	N/A
Staff returning from long term sickness absence during lockdown.	Should attend work following return to work meeting with the Headteacher.		School will risk assess current role and context. If staff member becomes unfit to work, they must follow normal sickness absence reporting and certification requirements. If staff member is on phased return, it will be necessary to review current position and in agreement, adjust work accordingly.	Pay as normal

Guidance	Pupil Attendance		
Scenario	Attendance	Outcome	Actions to address to take control the risks?
Pupil with confirmed Covid-19 Virus	Must NOT attend school	Self-isolate for 10 days from the day after the symptoms started or the	Parent must contact school to report absence. Pupil to be absent for 10 full days after the symptoms started. Household members should self-isolate for 10 full days after the initial symptoms or positive test.

Guidance		Pupil Attendance	
Scenario	**Attendance**	**Outcome**	**Actions to address to take control the risks?**
		test date if they did not have any symptoms but have had a positive test.	Parent to contact school before returning to asses risk. School to contact PHE HPT 0300 303 8537 School to notify the local authority Send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 full days since they were last in close contact with that person when they were infectious. Close contact means: • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms and testes positive. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Remote education will be provided from day 1 via a ==blended learning approach using Oak Academy.==
Pupil showing symptoms of Covid-19 Self-isolation advice	Must NOT attend school	Pupil must be tested. Self-isolate until test results available. If negative and feel well and no longer have symptoms similar to coronavirus can stop self-isolating and return to school. The only exception to return following a negative test result is where an	Parent must contact school to report absence. Pupil to be absent until test results are available. If negative child to remain at home until symptoms have gone. If positive child to self-isolate for ==the next 10 full== 10 days and remote education will be provided from day 1 via a ==blended learning approach using Oak Academy.== Household members must self-isolate for 10 days. Parent to contact school before returning to asses risk.

Guidance		Pupil Attendance	
Scenario	**Attendance**	**Outcome**	**Actions to address to take control the risks?**
		individual is separately identified as a close contact of a confirmed, when they will need to self-isolate for <mark>the next 10 full</mark> days from the date of the contact.	
Pupil showing symptoms of Covid-19 whilst at school	Must be sent home from school	Pupil must be tested. If positive self-isolate for <mark>the next 10 full days.</mark>	Parent to be contacted to collect pupil Parent to book test. School to provide testing kit if concerns that parent will have difficulty accessing a test. If negative pupil to remain at home until symptoms have gone and feeling well. If positive outcome pupil to self-isolate for <mark>the next 10 full days.</mark> Siblings to remain off school for <mark>the next 10 full days..</mark> If sibling becomes un-well during this time self-isolation starts again. Remote education will be provided from day 1 via a blended learning approach using <mark>Oak Academy.</mark> School to contact PHE HPT 0300 303 8537 School to notify the local authority
Pupils who fall into the clinically <u>extremely</u> vulnerable group and have received a shielding letter from the NHS Link: shielding	Advised not to attend school.		Children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Parents must notify school. Schools will to make appropriate arrangements for their education to continue at home through remote learning. Parent to contact headteacher to undertake risk assessment.
Pupil in the clinically vulnerable group (but not extremely vulnerable as above): **Have underlying health issues,** as listed by the Government	Must attend school		Parent to contact headteacher to discuss further and undertake risk assessment if appropriate.

Guidance		Pupil Attendance	
Scenario	**Attendance**	**Outcome**	**Actions to address to take control the risks?**
Pupil living with someone in the <u>extremely</u> clinically vulnerable or clinically vulnerable group	Must attend school Shielding Guidance		Parent to contact headteacher to discuss further and undertake risk assessment if appropriate.
Household member (including someone in their support bubble or childcare bubble) with confirmed Covid-19 Virus	Pupil must NOT attend school	Test – Positive Self-isolate for 10 days from the day after the symptoms started or the test date of the household member if they did not have any symptoms but have had a positive test.	Parent must contact school to report absence. Pupil to be absent for 10 full days after the symptoms started. Household members should self-isolate for 10 full days after the initial symptoms or positive test. Parent to contact school before returning to asses risk. Remote education will be provided from day 1 via a blended learning approach using Oak Academy. If pupil develops symptoms they must obtain a test and if positive start a further full 10 days isolation from the day after their symptoms started.
Household member (including someone in their support bubble or childcare bubble) showing symptoms of Covid-19 Self-isolation advice	Pupil must NOT attend school	Pupil to self-isolate until test results available. If negative may return to school. If positive follow steps in above section.	Parent must contact school to report absence. Test to be undertaken and school notified. If negative pupil can return to school. Household members should not leave the household. Remote education will be provided from day 1 via a blended learning approach using Oak Academy.
Returning from visiting another country.	Pupil must NOT attend school	Quarantine for 10 days. Take 2 COVID-19 tests.	Please refer to guidance here. Notify school that you have returned to England via telephone or email and provide confirmation of route of travel, dates, times and proof of travel. Everyone who has travelled must take 2 coronavirus (COVID-19) tests after arriving in England. Either quarantine in the place you're staying or in a managed quarantine hotel for 10 days when arriving in England.