

	WILLIAM PATTEN RISK ASSESSMENT		
Reference - School Name	William Patten Primary		
Assessment Date	Sep-21		
Assessor Name	Craig Porteous DHT		
Assessment Team Members	Karen Law: Headteacher, Sian Davies: DHT, Maria Sullivan: AHT		
Review Date			
Org Unit	London Borough of Hackney		
Location	Schools		
Risk Assessment Category	Covid Secure risk assessment - July 2021		
Document Reference Number	C19-ohsw-for-07 - v4		
Number of individuals involved:	Pupils	435	Staff 68

Risk Matrix - Likelihood x Severity = Risk Rating

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

Hazard Controls	Category of person who may be at risk	Existing Control Measures	Additional Control Considerations	Confirmation of additional Control Measures to be introduced by school	Residual Risk Level		
					L	S	RRL
1. School Workforce	Employees Contractors	<p><u>Guidance for full opening of schools</u></p> <p><u>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce</u></p>	<p>Schools COVID-19 Operational Guidance - July 2021</p> <p>Changes to previous guidance from 19/07/2021</p> <p>Schools Guidance Step 4</p> <p>Further specific guidance: <u>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</u></p> <p><u>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</u></p> <p><i>October Guidance</i> <i>This guidance should be read in conjunction with the school risk assessment (below) in order to assist you in ensuring a covid secure school setting</i></p> <p><i>Uk.gov guidance - We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow. Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools</i></p>	<ul style="list-style-type: none"> • We will continue to monitor and be mindful of staff workload and working time demands. • Hourly paid staff that are required to work overtime, will be paid accordingly. • The September 2021 INSET day outlined the protocols for our systems and procedures which aimed to minimize risk for staff and children on the return to school. • September 2021 INSET days provided training on child protection, wellbeing and mental health, curriculum recovery and general expectations. There was also allocated time for teachers to prepare resources for the start of autumn term. • The P2B service is available and has been signposted to provide support for staff experiencing anxiety, trauma or bereavement. • Face-to-face meetings will take place in well-ventilated rooms with available space for social distancing. • Weekly staff meetings (teachers & SMT) take place in the top hall, with available space for the option of social distancing. • We continue to consult and keep all staff up to date with procedures. • SLT and non-classroom-based teachers can be deployed to teach if necessary. • Full use is made of testing to inform staff deployment. 	2	2	LOW

			<p>are not currently considered high risk settings when compared to other workplace environments.</p> <p>Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.</p> <p>All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in section 5 of the 'prevention' section.</p> <p>School leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school.</p> <p>If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p>				
<p>2. Provision of risk assessment https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> Existing Covid risk control arrangements with schools Schools subject to programme of audit of risk control arrangements by CHSW Team School to revisit and update their risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term. 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <p>You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as 'living documents', as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and</p>	<ul style="list-style-type: none"> Careful consideration will be given to external visitors allowed on site. This will be informed by the educational benefits to children (including the role of volunteers), CPD needs of school staff and those involved in local networks of which the school is involved, and also the physical and mental health of children and staff. Essential visitors include social workers, healthcare professionals, speech and 	2	2	Low

<p>dance-for-full-opening-schools</p>		<ul style="list-style-type: none"> The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff. <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend school. 2) clean hands thoroughly more often than usual. 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time.</p>	<p>working as planned.</p> <p>Control Measures:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>Face Coverings:</p> <ul style="list-style-type: none"> - Face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport, although there may be local transport requirements - If you have an outbreak in your 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). You should make sure your outbreak management plans cover this possibility. - Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. <p>Contractors:</p> <ul style="list-style-type: none"> - You should ensure that key contractors are aware of the school's control measures and ways of working. <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment</p> <p>Previous Guidance 5th Nov - 2nd Dec Prevention 1) <i>Minimise contact with individuals who are</i></p>	<p>language therapists and National Tutoring Tutors etc.</p> <ul style="list-style-type: none"> Participants from schools in the Maths Hub network will be limited to one participant per school and lesson studies will take place in the art room, to allow for social distancing, with the French windows open for airflow. Educational workshops will be led by external professionals where the benefits to children and the enhanced curriculum is justified (E.g. Hackney Museum and Black History Month). Supply staff and visiting staff will be informed about the safety measures that are in place in school and supported to maintain these guidelines. This is provided on a poster at Reception. Peripatetic staff will follow all necessary control measures when in school. Individual risk assessments will apply to specific individuals who are clinically vulnerable and clinically extremely vulnerable. Reception desk will have a Perspex screen fitted to minimise risk to office staff. Visitors will sign in on automated screen and wait on chairs in Reception, or outside door if at all possible. 			
---	--	---	--	---	--	--	--

		<p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <ul style="list-style-type: none"> • 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 consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. <p>Screen reader support enabled.</p>	<p><i>unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</i></p> <p><i>2) Where recommended, the use of face coverings in schools.</i></p> <p>Use of face coverings</p> <p><i>Face coverings</i></p> <p><i>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.</i></p> <p><i>- Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.</i></p> <p><i>- Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.</i></p> <p><i>3) Clean hands thoroughly more often than usual.</i></p> <p><i>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</i></p> <p><i>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</i></p> <p><i>6) Minimise contact between individuals and maintain social distancing wherever possible.</i></p> <p><i>7) Where necessary, wear appropriate personal protective equipment (PPE).</i></p> <p><i>8) Always keeping occupied spaces well ventilated. (see Premises row 24 below)</i></p> <p><i>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</i></p> <p><i>Number 6 must be properly considered and schools must put in place measures that suit</i></p>				
--	--	--	--	--	--	--	--

			<p><i>their particular circumstances.</i></p> <p><i>Number 7 applies in specific circumstances.</i></p> <p><i>Response to any infection</i></p> <p><i>9) Engage with the NHS Test and Trace process.</i></p> <p><i>10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</i></p> <p><i>11) Contain any outbreak by following local health protection team advice.</i></p> <p><i>Numbers 9 to 11 must be followed in every case where they are relevant.</i></p>				
<p>3. Staff availability</p> <p>Clinically vulnerable</p>	<p>Very High and High vulnerability groups</p> <p>BAME</p>	<ul style="list-style-type: none"> ● Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ● Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. ● Provision of education and information resources ● Staff communications ● Full use is made of testing to inform staff deployment ● Identification of minimal permissible staffing levels to support extended opening of the school ● The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned ● Prioritisation of vulnerable groups* for self-isolation and working from home planning 	<p>Previous guidance</p> <p><i>If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:</i></p> <ul style="list-style-type: none"> - <i>should be especially careful to follow the rules and minimise your contacts with others</i> - <i>should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace</i> 	<ul style="list-style-type: none"> ● Only staff who are healthy, not exhibiting symptoms and do not need to self-isolate can attend school. ● The Headteacher has been clear about expectations for staff to provide evidence if they are not able to come into school. ● School has offered and completed COVID-19 vulnerability risk assessments for staff within identified vulnerable groups in order to inform control measures and provide additional protocols to reduce risk. ● The health status and availability of every member of staff is known and is regularly updated to inform deployment. ● CEV staff have met with the headteacher to support continued good prevention practice in the workplace and home settings. ● Those living with someone who is clinically extremely vulnerable are advised to maintain good prevention practice in the workplace and home settings. ● Specific advice is available for and signposted to those who are clinically vulnerable, including pregnant women; Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) ● Pregnant members of staff will be required to work from home from 28 weeks' 	2	2	Low

				<p>gestation. The headteacher will meet with individual members of staff to whom this applies, to support their work from home prior to the time that this commences.</p> <ul style="list-style-type: none"> • Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk), including the guidance for clinically vulnerable people • Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • If staff feel vulnerable due to individual circumstances, they are encouraged to arrange a meeting with the Headteacher. All staff, including CV, CEV and BAME staff, are able to wear a mask or visor at any time, provided by the school, if they wish to. 			
4. Social distancing within school Circulation areas	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • Provision of education and information resources Circulation plans have been reviewed and revised. • One-way systems are in place where possible. Corridors are divided where feasible 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <p>Mixing and Bubbles - The government will no longer recommend that it is necessary to keep children in consistent groups (bubbles) - You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'Bubbles' for a temporary period, to reduce mixing between groups</p> <p>Previous guidance <i>Reduce the number of contacts between</i></p>	<ul style="list-style-type: none"> • The school has an outbreak management plan in place which covers the possibility that it might become necessary to reintroduce compulsory social distancing for a temporary period, and reintroduce previous stated control measures, as necessary. • EYFS children will have lunch in their classrooms at the beginning of the Autumn term, and Y1 will begin to go for lunch at 12:15 to allow for the greater availability of space in the dining hall during the whole school lunch hour (12:30 - 1:30pm). • Assemblies timetabled to minimise the number of children in the shared hall 	2	3	Med

		<ul style="list-style-type: none"> ● Remove items which reduce the width of corridors ● Appropriate signage is in place to clarify circulation routes. ● Pinch points and bottlenecks are identified and managed accordingly ● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Lesson change overs are staggered to avoid overcrowding. ● Pupils are regularly briefed regarding observing social distancing guidance ● Appropriate duty rota and levels of supervision are in place ● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff have been briefed on the use of these rooms. ● Revised guidance briefed to all staff prior to reopening and includes Infection control. 	<p><i>children and staff through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</i></p> <ul style="list-style-type: none"> - <i>Avoid large gatherings such as assemblies or collective worship with more than one group</i> - <i>When timetabling, groups should be kept apart and movement around the school site kept to a minimum</i> - <i>Avoid creating busy corridors, entrances and exits</i> - <i>Consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</i> - <i>Plan how shared staff spaces are set up and used to help staff to distance from each other</i> - <i>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</i> 	<p>space (e.g. Y1 & 2, Y3 & 4 and Y5 & 6), this will include singing assemblies, with windows being open during all hall space gatherings to ensure sufficient airflow.</p> <ul style="list-style-type: none"> ● Staff meetings and training will continue to take place in the hall space, as opposed to the staffroom. ● The staffroom has been reconfigured to allow for social distancing and staff have access to the roof garden terrace and playtimes and lunchtimes to prevent overcrowding and enable access to outside space. 			
--	--	--	---	---	--	--	--

5. Social distancing within school Classrooms	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>Previous Control Measures -</p> <ul style="list-style-type: none"> ● Agreed new timetable and arrangements confirmed for each year group. ● Arrangements in place to support pupils when not at school with remote learning at home ● Classroom size and numbers reviewed. ● Classrooms re-modelled, with chairs and desks in place to allow for social distancing. ● Spare chairs removed from desks so they cannot be used. ● Clear signage displayed in classrooms promoting social distancing. ● In primary schools, classes stay together with their teacher and do not mix with other pupils ● In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. ● Revised guidance briefed to all staff prior to reopening and includes: <ul style="list-style-type: none"> ○ Infection control ○ Fire safety and evacuation procedures ○ Constructive behaviour management 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <ul style="list-style-type: none"> - The government will no longer recommend that it is necessary to keep children in consistent groups (bubbles) - You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'Bubbles' for a temporary period, to reduce mixing between groups <p>Previous Guidance Maintaining Distance in classrooms</p> <ol style="list-style-type: none"> 1. You should ensure that a distance is maintained between people in the school thus reducing the amount of time they are in face-to-face contact 2. Staff in secondary schools should maintain a distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. 3. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. 4. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal. 5. When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups. 	<ul style="list-style-type: none"> ● The school has an outbreak management plan in place which covers the possibility that it might become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups and reintroduce previous control measures, as necessary. 	0	0	
--	--	--	---	---	----------	----------	--

		<ul style="list-style-type: none"> ○ Safeguarding ○ Risk management ● Use of outdoor spaces for teaching ● Ventilation of indoor spaces ● Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. ● Design layout and arrangements in place to enable social distancing. ● Appropriate signage in place 	6. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.			
6. Social distancing within school Break/lunch times	Employees Contractor Pupils Members of the Public Vulnerability groups	<p>Previous Control measures</p> <ul style="list-style-type: none"> ● Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. ● Agreed new timetable and arrangements confirmed for each year group. ● Arrangements in place to support pupils when not at school with remote learning at home ● Break/lunch times are staggered ● The number of entrances and exits to be used is maximised. ● Different entrances/exits are used for different groups. 	<p>Schools COVID-19 Operational Guidance - July 2021</p> <p>Changes to previous guidance from 19/07/2021</p> <ul style="list-style-type: none"> - When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. - Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations. - You should balance the need for increased ventilation while maintaining a comfortable temperature. <p>Previous Guidance</p> <p>Schools should consider staggered break times and lunch times and time for cleaning surfaces in the dining hall between groups</p> <p>HSE - Ventilation:</p> <p>This can be achieved by a variety of measures including:</p>	<ul style="list-style-type: none"> ● EYFS children will have lunch in their classrooms at the beginning of the Autumn term, and Y1 will begin go for lunch at 12:15 to allow for the greater availability of space in the dining hall during the whole school lunch hour (12:30 - 1:30pm). ● Assemblies timetabled to minimise the number of children in the shared hall space (e.g. Y1 & 2, Y3 & 4 and Y5 & 6), this will include singing assemblies, with windows being open during all hall space gatherings to ensure sufficient airflow. ● A member of SLT will supervise lunchtime queues on the stairs, and no more than 6 children at a time will be admitted into the hall itself. ● All windows will be open on the stairs, to allow for sufficient airflow when children are queuing. Windows in the dining hall will remain open throughout the day to maintain airflow. ● Amended fire drill to ensure greater distancing at muster point and new routes 	0	0

		<ul style="list-style-type: none"> • Staff and pupils are briefed, and signage provided • to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. <ul style="list-style-type: none"> ○ Fire safety and evacuation procedures ○ Constructive behaviour management ○ Safeguarding ○ Risk management • Ventilation of indoor spaces 	<p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <p>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <p>natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>opening high level windows in preference to low level to reduce draughts</p> <p>increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</p> <p>providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform</p> <p>rearranging furniture where possible to avoid direct drafts</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	<p>through the school - updated to include all year groups.</p>			
7. Social distancing	Employees Contractor Pupils	Provision of education and information resources	Previous guidance	<ul style="list-style-type: none"> • Staggered start and finish times will remain in operation for some year groups to minimise congestion at the end of the 			

<p>during peak times, i.e. start and finish of day</p>	<p>Members of the Public Vulnerability groups</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • Start and departure times are staggered • The number of entrances and exits to be used is maximised • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	<p>- consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p> <p>- A staggered start may, for example, include condensing /staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour</p> <p>- Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>- Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them</p> <p>- Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p> <p>https://www.gov.uk/government/publications/safe</p>	<p>school day, for children and the school community as a whole (9am arrival for Nursery AM & FT, Rec, & Y2/ 3:20 finish or 12 finish for am nursery. Y3, 4, 5 and 6 9:10 start and 3:30 finish. PM nursery 12:20 start and 3:20 finish).</p> <ul style="list-style-type: none"> • Different year groups will use different stairs and entrances to further minimise congestion at these times. • Each class to have a designated area in the playtime for drop off and collection, to prevent overcrowding. <p>Details as below -</p> <p>EYFS - EYFS Outdoor area Y1- Small Playground Y2 - Houses between coloured walls in KS2 Playground Y3 & Y4 - Football Pitch Y5 & Y6 - Small Playground (Staggered)</p>			
<p>8. First aid provision</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the 		<ul style="list-style-type: none"> • Staff have been made aware that safe wearing of face coverings requires the: Cleaning of hands before and after touching – including to remove or put them on; safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes 	<p>2</p>	<p>2</p>	<p>Low</p>

		<ul style="list-style-type: none"> • same way • Provision of appropriate level of first aid to support extended opening of the school (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times • Provision of fluid resistant surgical face mask, where a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return and social distance of 2 metres cannot be maintained • Gloves should be provided as part of the basic first aid kit • St John Ambulance advice for First Aiders https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/?utm_source=Communigator&utm_medium=email&utm_campaign=SU_P20_Covid-19Advice 		<p>damp, it should not be worn, and the face covering should be replaced carefully.</p> <ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE is available. • 'PPE Packs' are available in all classrooms. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • PPE items are bulk ordered so always fully stocked • Masks/ gloves/ tissues /paper towels and hand sanitiser well stocked at point of reopening and regular checks on stocks being done by Site Manager / Business Manager. • All staff can administer very basic first aid, but should wear PPE to do so. Any paper towels used etc. must be disposed of in a lidded bin. • First aiders must wear PPE when caring for an injured child. • First aid slips for injuries need to be completed, so that the school maintains an accurate record and slips can now be given to parents. Year groups will be provided with their own supplies to avoid cross year-group contamination. • In EYFS settings PPE should be used for ALL personal care [and in cases where a child may spit and not understand how to cough/ sneeze into a tissue] and this should be renewed between every child. • Used PPE and any disposable face coverings that staff, children, young 			
--	--	--	--	--	--	--	--

				<p>people or other learners 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.</p> <ul style="list-style-type: none"> ● If a child comes to school wearing a mask, SMT will ask the parent to remove the mask and take it home. It must not come into school, unless this has been agreed beforehand with a member of SMT. ● Any homemade non-disposable face coverings that staff or 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. ● If a child wets or soils themselves, a member of staff should follow school protocol. The clothes will be double bagged and kept outside. Parents will be informed by phone that their child has had an accident. If there is waste on the floor, the class will be evacuated outside, and the classroom disinfected by the cleaning team before they can return. ● Reception parents will be reminded to bring in spare clothes for their child if necessary. ● There will be additional spare clothes by the First Aid area which will be quarantined for 72 hours on return. ● If a child vomits, the TA will call SMT and the procedure is as above, class evacuated, SMT called but parents will be called to collect the child immediately. The TA should also inform the SMT. 			
--	--	--	--	---	--	--	--

<p>9.Attendance and engagement with the NHS Test and Trace process</p>	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> ● Identification of minimal permissible staffing levels to support full reopening of the school ● Consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors ● Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. ● Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: ● book a test if they are displaying symptoms. Staff and pupils must not come into the school if 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <ul style="list-style-type: none"> - Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. - From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. - PCR testing required for close contact with positive cases - Settings will continue to have a role in working with health protection teams in the case of a local outbreak. - Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). - If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice. - If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit 	<ul style="list-style-type: none"> ● Although local testing information is shared weekly to all staff and families by email, staff are provided with lateral flow self-testing kits. ● Staff are expected to self-test twice weekly and follow the procedure outlined in the test kit should the result be positive and immediately inform the headteacher. ● Staff are required to follow the following advice if informed by NHS Test and Trace that they have been in contact with a person who has coronavirus (COVID-19) or have themselves tested positive: ● https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/help-the-nhs-alert-your-close-contacts-if-you-test-positive/ ● All staff have a collective responsibility to report a positive result, or any symptoms, as soon as possible. ● Children that are sent home with symptoms must not return to school until the isolation period has passed or they have had a negative test result. ● School has been provided with a small number of testing kits which can be given to parents when they collect a child showing symptoms. These will only be given to families who are not able to attend either the drive-through test centre or local, mobile testing unit. ● Visitors will be briefed on control measures specific to the activity they are involved in. This might include, for example, social distancing if leading workshops, the recommendation to wear a 	<p>2</p>	<p>2</p>	<p>Low</p>
---	---	--	--	---	-----------------	-----------------	-------------------

		<p>they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without 		<p>face covering, use of an outdoor space or other allocated area with sufficient airflow.</p>			
--	--	---	--	--	--	--	--

		<p>access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing</p> <ul style="list-style-type: none"> ● Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace ● 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 					
--	--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • PPE is only needed in a very small number of cases, including: • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>					
10. Preparation and serving of Food	Employees Contractor Pupils Members of the Public Vulnerability groups	<ul style="list-style-type: none"> • Staff communications • Lunch times are staggered • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement 	<p>Previous guidance</p> <p>School kitchens can continue to operate, but must comply with https://www.gov.uk/government/publications/covid-19-guidancefor-food-businesses/guidance-for-food-businesses-oncoronavirus-covid-19</p>	<ul style="list-style-type: none"> • Lunch times staggered (classroom dining for EYFS, 12:15 lunch for Y1, each subsequent class, called to the hall in order, when spacing is appropriate). • Exemplary kitchen hygiene measure maintained. • Support staff are not permitted to enter the kitchen. 	2	2	Low

		<p>of people on arrival to avoid groups of people congregating.</p> <ul style="list-style-type: none"> • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 					
11. Hygiene Control & Cleaning	<p>Employees Contractor Pupils Members of the Public Vulnerability groups</p>	<ul style="list-style-type: none"> • Communications and signage in place • Agreed timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. • Share with parents, pupils and staff that fresh clothing should be worn daily. • Pupils to use same desk if returning next day • Teacher (and/or teaching assistant) are assigned to the same pupils throughout the day (and on subsequent days) • Enhanced cleaning regime in place, particularly for frequently touched surfaces • cleaning in non-healthcare settings • Pupils use only their own resources and do not share 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <p>- You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. - You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You should:</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone 2. Maintain appropriate cleaning regimes 3. Keep occupied spaces well ventilated 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>- Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. - The 'catch it, bin it, kill it' approach continues to be very important.</p>	<ul style="list-style-type: none"> • All rubbish double bagged. • All bins are pedal bins. • Bins emptied at least twice daily. • Hand sanitiser dispensers filled each morning and installed outside every classroom and entrance point to ensure good hand hygiene beyond handwashing. • The toilets are cleaned three times a day. • The premises manager ensures a constant supply of soap and paper towels. • The cleaning team ensures that the bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Cleaners to comply with increased cleaning expectations. Site manager/ School Business Manager to monitor at start of each day. • All classrooms in use to have supply of PPE, wipes, hand wash, sanitiser, anti-bacterial spray and paper towels. • All staff to be vigilant about levels of cleanliness and, although not an expectation, can use cleaning materials in each class to wipe down surfaces and clean equipment at key points of the day. • Cleaners will have a particular focus on surfaces that are touched by multiple people in shared areas such as: door 	2	2	Low

		<ul style="list-style-type: none"> • DfE Guidance implementing protective measures in education and childcare settings • Regular hand washing for staff and pupils for at least 20 seconds practised, with the availability of soap and hot water • Hand sanitisers provided where required • Tissues and lidded bins available • Planned approach to the provision of hand washing/hand sanitiser, with adoption of <ul style="list-style-type: none"> - availability of soap and hand washing to all staff and pupils across premises (within classrooms) - Coordinated approach adopted to the placement and replenishment of hand wash/sanitisers - Review of arrangements for waste disposal - tissues etc with classroom settings - Sufficient supplies of tissues, hand wash and sanitiser 	<p>- You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>Previous Guidance</p> <ul style="list-style-type: none"> - whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly - supervision of hand sanitiser use given risks around ingestion. - Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative - building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them - putting in place a cleaning schedule that ensures cleaning is generally enhanced including more frequent cleaning of rooms / shared areas that are used by different groups and frequently touched surfaces being cleaned more often than normal - different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - If a child who becomes unwell is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The 	<p>handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly.</p> <ul style="list-style-type: none"> • Photocopier: this will have gloves and wipes next to it, and signage to explain how it should be wiped down before and after use. • Additional cleaning staff on rota at lunchtime to clean classes when children are outside and provide cleaning of door handles etc. at regular intervals. Checklist to be compiled and monitored over course of day by Site Manager/Business Manager • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Use of hand sanitiser wall dispensers across the school • Soap also available in each classroom at the sink • Sanitiser used and observed upon entry to school building. • Sanitiser dispensers checked daily by Site Manager/Business Manager. • Monitoring arrangements are in place by Site Manager / Business Manager to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day in all classrooms, pupil toilets and staff toilets. Additional supplies are stored in the bottom hall 'white cupboard' for staff to help themselves should supplies run low between checked times. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They are advised to wash 			
--	--	---	---	--	--	--	--

			<p>bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	<p>their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • If anyone in an education setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the guidance for households with possible coronavirus infection. • If a child is awaiting collection, they should be moved, if possible, to the medical room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The member of staff supporting the child in this situation must wear a fluid resistant mask • If children need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 			
12. School premises	Employees Contractor Pupils Members of the Public	https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-	Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021	<ul style="list-style-type: none"> • Checks of all fire/ gas/ water systems / security will remain daily and be logged by premises manager as normal. • All classrooms will be well-ventilated at all times with windows and doors (where 	2	2	Low

	Vulnerability groups	<p>premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <ul style="list-style-type: none"> • Assessment of air conditioning systems • Programme of pre-reopening checks on any school premises that have been completely closed <ul style="list-style-type: none"> - Water systems - Fire safety systems 	<p>- Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>- You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Previous Guidance</p> <p>Evacuation arrangements have been reviewed to take into consideration the effects of social distancing and staff working from home or across multiple sites</p> <p>Prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe</p> <p>Once the school is in operation, it is important to ensure good ventilation</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <ul style="list-style-type: none"> • Schools should consider staggered break times and lunch times and time for cleaning surfaces in the dining hall between groups <p>HSE - Ventilation:</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<p>safe) kept open. Parents have been emailed a request to provide an additional layer, such as a jumper or cardigan, for pupils to wear if they feel cold in the classroom.</p> <ul style="list-style-type: none"> • The school is a Victorian building, so the high ceilings allow for effective circulation of air and each classroom has an existing air vent. Windows themselves are large and additional freestanding heaters have been ordered for each classroom in recognition of the draft that is being recognised by staff and children as a result of the effective ventilation being achieved through this aspect of successful risk management. • A checklist has been provided to site managers to ensure that the opening of windows is part of daily set-up. 			
--	----------------------	--	--	--	--	--	--

			<p>natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p>				
13. Transport	Employees Pupils	<ul style="list-style-type: none"> • The transport guidance sets out a framework for local authorities and schools to follow when arranging transport to and from schools from the autumn term. We are clear that there cannot be a 'one size fits all' approach where the 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <ul style="list-style-type: none"> - For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. - If a pupil is awaiting collection, they should be left in a room on their own if possible and safe 	<ul style="list-style-type: none"> • Staff and families that need to travel to William Patten using public transport can request a discussion with the Headteacher and/or further risk assessment. • Walking and cycling to work is encouraged. • All staff have been offered the Cycle to Work scheme. 	3	2	Med

		<p>system of controls describes every scenario, but it provides a set of principles to support informed local decision making and risk assessment.</p> <ul style="list-style-type: none"> • Children and young people aged 11 and over must wear a face covering on public transport. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. This does not apply to those who are exempt. • Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted. • Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will 	<p>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</p> <p>Previous Guidance The transport guidance sets out a framework for local authorities and schools to follow when arranging transport to and from schools from the autumn term. We are clear that there cannot be a 'one size fits all' approach where the system of controls describes every scenario, but it provides a set of principles to support informed local decision making and risk assessment.</p> <p>Children and young people aged 11 and over must wear a face covering on public transport. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. This does not apply to those who are exempt.</p> <p>Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted.</p> <p>Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised.</p>	<ul style="list-style-type: none"> • Facemasks will be provided by the school to any member of staff using public transport to and from school. • Current guidance states that : <ul style="list-style-type: none"> - If anyone in an education setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow the guidance for households with possible coronavirus infection. - If a child is awaiting collection, they should be moved, if possible, to the medical room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. A window will be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The member of staff supporting the child in this situation will wear a fluid resistant mask. <ul style="list-style-type: none"> • If the child has a sibling in school, they will remain in school unless they also become symptomatic. • If a child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 			
--	--	--	---	--	--	--	--

		allow social distancing to be practised.		<ul style="list-style-type: none"> This guidance has been explained to staff as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
14. Use of Equipment	Employees Pupils	<ul style="list-style-type: none"> Existing risk assessments 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <ul style="list-style-type: none"> Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. The 'catch it, bin it, kill it' approach continues to be very important. You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. <p>Previous guidance:</p> <ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment should be more frequently cleaned 	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters in each class and toilets that reinforce the need to wash hands regularly and frequently. Handwashing videos will be regularly shown to children. Shared responsibility amongst staff teams to ensure adequate handwashing takes place at key points throughout the day SMT monitor the extent to which handwashing is taking place on a regular and frequent basis. As per government guidelines it is of utmost importance to have regular and thorough hand washing/sanitising: <ul style="list-style-type: none"> On entering classroom or workspace Before break and after break Before lunch and after lunch Before going home After visiting the toilet Handwashing must be for 20 seconds with running water and soap or use of sanitiser Good respiratory hygiene is encouraged by promoting the 'catch it, bin it, kill it' approach. Posters displayed around school and in classrooms. Hand driers disconnected and fabric 'blue rolls' removed. Paper towels be made available in all areas. All teachers have been emailed the link for the handwashing film. 	2	2	Low

			<ul style="list-style-type: none"> - pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. - Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided - Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources - Public transport considerations are included within the Vulnerability Risk Assessment to be completed for all staff 	<ul style="list-style-type: none"> • Children will wash their hands thoroughly before and after messy play • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group 			
15. Educational Visits	Employees Pupils Members of the Public	<p>Existing risk assessments</p> <ul style="list-style-type: none"> • As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. • Schools can resume non-overnight domestic educational visits https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits 	<p>Schools COVI-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <ul style="list-style-type: none"> - recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. - You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. Previous Guidance - Trips carried out in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination - Make use of outdoor spaces in the local area 	<ul style="list-style-type: none"> • School visits which require the use of public transport, are currently suspended, and the school will develop its use of school and local grounds, as visitors with specialist expertise to the school. • School trips that are able to take place, will be subject to their own rigorous risk assessment, involving direct communication with the provider. 	1	2	Low
16. Physical Activity		<p>Previous Control Measures:-</p> <ul style="list-style-type: none"> • Pupils should be kept in consistent groups. • Sports equipment thoroughly cleaned between each use by different individual groups. • Contact sports avoided.- 	<p>Previous guidance</p> <ul style="list-style-type: none"> - It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers. Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. 	<ul style="list-style-type: none"> • The school has a management outbreak plan and is able to reintroduce previous control measures as required. • The planning and teaching of physical education will consider knowledge and skills gaps as a result of covid restrictions to address gaps from previous years within the current programme of study. 	2	2	Low

		<ul style="list-style-type: none"> • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene- https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits • Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so 	<ul style="list-style-type: none"> - Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the return to recreational team sport framework. - Competition between different schools should not take place, in line with the wider restrictions on grassroots sport. - Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. - Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. - External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. - Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care. - Schools should consider carefully how such arrangements can operate within their wider protective measures. - Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing. 	<ul style="list-style-type: none"> • The majority of PE lessons will take place outside. • When PE is taught in the hall, there is sufficient spacing, and windows will remain open to ensure sufficient airflow. 			
--	--	--	--	---	--	--	--

17. Wraparound Provision and extra-curricular activity	Staff and Pupils	<ul style="list-style-type: none"> Schools should be working to resume any breakfast and after-school provision, to ensure parents and carers can continue to or return to work. Schools should also work closely with any external wraparound providers which their pupils may use. We recognise that schools may need to respond flexibly and build their wraparound provision up over time. Such provision will however help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents. Schools can consult the guidance produced for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children, as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit 	<p>Schools COVID-19 Operational Guidance - July 2021 Changes to previous guidance from 19/07/2021</p> <p>More information on planning extra-curricular provision can be found in the guidance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Previous guidance: Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to:</p> <ul style="list-style-type: none"> - work or search for work - undertake training or education <p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.</p> <p>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.</p> <p>Youth support services, including 1-1 youth work and support groups, may also continue to operate.</p> <p>These settings should continue to undertake risk assessments and implement the system of controls set out in the protective measures for holiday clubs and after-school clubs and other out-of-school clubs for children during the</p>	<ul style="list-style-type: none"> The school's breakfast club operates in the dining hall, which allows for spacing between tables. Hall windows are open at all times to ensure sufficient airflow, and the provision makes full use of the outdoor space once the children have finished their breakfast. The school is once again operating a full programme of extra-curricular activities. All rooms in use for this have sufficient airflow, and collection takes place in the school playground from Lancell Street. Children are brought to the playground in a line by their group leader, and a member of SLT releases each child to their parent/carer at the gate, to avoid congestion of parents in the playground after the school day. After school provision is run by a separate provider (Fit for Sport) which operates under its own thorough risk assessment. 	2	3	Med
--	------------------	--	--	--	---	---	-----

		<p>the number of different out-of-school settings providers they access, as far as possible. Where parents use childcare providers or out of school extra-curricular activities for their children, schools should encourage parents and carers to seek assurance that the providers are carefully considering their own protective measures, and children should only attend settings that can demonstrate this. DfE has also issued guidance for parents and carers, which schools may want to circulate.</p> <ul style="list-style-type: none"> • Schools may also choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday 	<p>coronavirus (COVID-19) outbreak guidance. Providers of youth services and activities should also refer to the National Youth Agency's guidance for managing youth sector spaces and activities during COVID-19, where it is relevant to do so.</p> <p>All other out of school activities, not being primarily used by parents for these purposes, should close for face-to-face provision for the duration of the national restrictions.</p>				
--	--	--	---	--	--	--	--