

## TSM COVID19 Risk Assessment: Update September 2021: Step 4

This plan refers to the ‘government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.’ (Schools COVID-19 Operational Guidance)

**Assessment Undertaken:** by Claire Procter

**Date:** August 2021

**Reference Document:** Schools COVID-19 Operational Guidance



Date of assessment: **August 2021**

Review interval: **Half Termly\***

Date of next review: **Friday 22<sup>nd</sup> October**

- **\* Please note:** This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff, Pupils and Parents will be notified of any changes to this risk assessment.

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

### System Control Measures

1. Ensure good hygiene for all
2. Maintain enhanced cleaning regimes
3. Keep Occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Aspect Risk Rating Prior to Action	Actions and Measures to Implement Recommended System of Controls	In place? Yes/No	By Whom?	Deadline	Risk Rating Following Action
<b>System Control Measures</b>					
<b>1. Ensure good hygiene for everyone.</b>  <b>H</b>	<ul style="list-style-type: none"> <li>• Staff, pupils, visitors are informed that enhanced hygiene practices are still in place during step 4. (Pupil Assembly/Newsletters/Staff Meetings)</li> <li>• Suitable handwashing facilities and sanitising stations are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- Return from breaks</li> <li>- A change in rooms</li> <li>- Before and after eating</li> </ul> </li> <li>• Staff consider how often pupils need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant.</li> <li>• There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser.</li> <li>• Adequate amounts of tissues and bins are available in the relevant areas.</li> <li>• Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate.</li> <li>• Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the ‘catch it, bin it, kill it’ approach.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>• Pupils wash their hands after they have coughed or sneezed.</li> </ul>	Yes	Headteacher Class teachers Caretaker Pupils All Staff  Visitors	02.09.21	M

	<ul style="list-style-type: none"> <li>Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> </ul> <p>Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</p>				
<b>2. Maintain enhanced cleaning regimes.</b>  <b>H</b>	<ul style="list-style-type: none"> <li>The school maintains an enhanced and appropriate cleaning schedule which includes the regular cleaning of areas and equipment. This includes: <ul style="list-style-type: none"> <li>-Toilets will be deep cleaned at the end of each day.</li> <li>-Toilets will be sprayed by a member of staff during the lunch period and after break with suitable cleaning detergent.</li> <li>-Tables and contact points will be cleaned regularly throughout the day by school staff.</li> <li>- Equipment that has been used (and that can be cleaned) will be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>- Resources that cannot be adequately cleaned will be packed away and remain unavailable.</li> <li>- Tablets will be wiped several times daily and between use. If possible, avoid children sharing tablets. Pupils assigned a tablet.</li> <li>- Contact points will be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, light switches etc.</li> <li>- Bins must be emptied before they are full and at least once daily.</li> <li>- Cleaners to wear long gloves.</li> <li>- Communication from teacher to cleaner will be left on the whiteboard in the classroom area at the end of each day.</li> <li>- Desks, telephones, and equipment cases will be wiped regularly.</li> <li>- Staff will have a spray bottle and cloth (disposable), anti bac wipes in each classroom as well as hand sanitizer pump.</li> <li>-Each room will have a regular vapour deep clean.</li> </ul> </li> <li>The Site Supervisor implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> </ul> </li> </ul>	Yes	Site supervisor Cleaners  All Staff	01.09.21	M

	<ul style="list-style-type: none"> <li>- Provision for ensuring toilets are cleaned regularly.</li> <li>- All areas of school are regularly fogged</li> <li>• The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the <u>COSHH Policy</u>.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> </ul> <p>PPE is available to members of staff who require it to carry out cleaning safely.</p>				
<b>3. Keep Occupied spaces well ventilated</b> <b>H</b>	<ul style="list-style-type: none"> <li>• Staff and pupils are made aware that enhanced ventilation remains in place during step 4.</li> <li>• Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>- Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs</li> <li>- High level windows are opened in preference to low level to reduce draughts</li> <li>- Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> <li>• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained.</li> <li>• Doors will be opened to assist with creating a throughput of air. Fire doors will be closed at the end of the school door by the site supervisor.</li> <li>• Staff and Pupils advised to wear base layers in addition to their school uniform.</li> </ul>	Yes	All Staff Site Supervisor Cleaners  Pupils	01.09.21	M
<b>4. Follow public health advice on testing, self-isolation and managing</b>	<b>4A. Contact with potential or confirmed coronavirus cases</b> <ul style="list-style-type: none"> <li>• Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> <li>- They have any symptoms of coronavirus.</li> <li>- They have tested positive for coronavirus in the last 10 days.</li> </ul> </li> </ul>	Yes	All Stakeholders	01.09.21	H/M

<p>confirmed cases of COVID-19</p> <p>H</p>	<ul style="list-style-type: none"> <li>- They are required to quarantine having recently visited countries outside the Common Travel Area.</li> <li>• Parents are informed via newsletter not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus.</li> <li>• Staff, Pupils and Parents are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms.</li> <li>• Pupils and parents will be made aware that, from 16 August 2021, pupils under the age of 18 will no longer be required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test.</li> <li>• Pupils and parents will be made aware that, from 16 August 2021, fully vaccinated adults who are identified as a close contact of a positive case will not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated.</li> <li>• Staff who have only had one dose of the vaccine will be made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose.</li> <li>• If anyone in school develops coronavirus symptoms while at school, they will be: <ul style="list-style-type: none"> <li>- Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days.</li> <li>- Advised to follow the guidance for households with possible or confirmed coronavirus infection.</li> <li>- Advised to arrange a PCR test as soon as possible.</li> </ul> </li> <li>• Pupils being sent home after displaying symptoms who are awaiting collection by a parent will be moved to a room where they will be isolated (Library). If it is not</li> </ul>				
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	<p>possible to isolate the pupil, they are moved to an area which is at least two metres away from others. A member of staff will supervise the pupil.</p> <ul style="list-style-type: none"> <li>• If the pupil needs to use the toilet while awaiting collection, they will use the single toilet (disabled toilet) in the entrance area of school, if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Emergency assistance will be called immediately if the pupil's symptoms worsen, and they require further medical care.</li> <li>• PPE will be worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with a symptomatic individual will wash their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual will be cleaned after they have left the premises.</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves.</li> <li>• The school will take the temperature of pupils who are feeling unwell or displaying symptoms of COVID 19.</li> <li>• The school will refuse to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.</li> </ul> <p><b>4B. Confirmed Case of Coronavirus</b></p> <ul style="list-style-type: none"> <li>• Where an individual in the school community tests positive for coronavirus, the school will follow public health advice and the headteacher will contact the DfE's dedicated advice service immediately.</li> <li>• The school will work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps.</li> <li>• Household members of individuals who develop symptoms or test positive will not be required to self-isolate if any of the following apply:</li> </ul>				
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	<ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <ul style="list-style-type: none"> <li>• Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they develop symptoms or test positive.</li> <li>• Where required, all parents and staff will be informed of a confirmed case; however, the name of the individual will not be shared.</li> <li>• If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the DfE’s dedicated coronavirus advice service (or local HPT if the case is escalated).</li> </ul> <p><b>4C. NHS Test and Trace</b></p> <ul style="list-style-type: none"> <li>• Staff and Pupils/Parents will be aware that school is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service.</li> <li>• Staff and pupils/parents will be aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test.</li> <li>• School will continue to work with local HPTs in the event of a school or local outbreak.</li> <li>• Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>- Book a PCR test if they (or their child) display symptoms.</li> <li>- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>- Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> <li>- Self-isolate for 10 days if they display symptoms or produce a positive test.</li> </ul> </li> </ul>				
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	<ul style="list-style-type: none"> <li>• Anyone in school who displays symptoms will be asked to get a PCR test.</li> <li>• If an individual tests negative, they feel well and no longer have coronavirus symptoms, they can stop self-isolating as long as: <ul style="list-style-type: none"> <li>- They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace.</li> <li>- They feel well.</li> </ul> </li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste.</li> <li>• Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately.</li> <li>• Individuals who test positive are asked to report the result to the NHS Test and Trace</li> <li>• If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to and begin remote learning.</li> <li>• If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education.</li> </ul> <p><b>4D. Testing</b></p> <ul style="list-style-type: none"> <li>• Staff are encouraged to test twice weekly at home</li> <li>• Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home.</li> <li>• Staff undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home.</li> <li>• Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test.</li> <li>• Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test.</li> </ul>		All Staff		
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	<ul style="list-style-type: none"> <li>• Staff, pupils and parents are aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms.</li> <li>• Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days.</li> <li>• Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test.</li> <li>• Testing kits will be stored indoors between a temperature of 2 to 30°C.</li> <li>• Staff are instructed to collect test kits from the designated collection point – the disabled toilet in the central area of school.</li> </ul>				
<b>Additional Considerations/Measures</b>					
<p>Face Coverings</p> <p>M</p>	<ul style="list-style-type: none"> <li>• Staff are advised to wear face coverings in enclosed and crowded places – this includes on school transport.</li> <li>• In the event of a school or local outbreak, the school will adhere to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors.</li> <li>• In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others.</li> <li>• Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings.</li> <li>• Face visors or shields are only used after carrying out a risk assessment for the specific situation and will always be cleaned appropriately.</li> <li>• Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> <li>- Clean hands before and after touching a face covering.</li> <li>- Store face coverings in individual, sealable plastic bags.</li> </ul> </li> </ul>	Yes	All Staff and Pupils	01.09.21	M

	<ul style="list-style-type: none"> <li>- Avoid wearing damp face coverings.</li> <li>• The school has a contingency supply of face coverings.</li> <li>• Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, will be provided with one from the school's contingency supply.</li> </ul>				
PPE M	<ul style="list-style-type: none"> <li>• PPE is available for staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE.</li> <li>• All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in the medical bin in the disabled toilet and marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>	Yes	All Staff	01.09.21	L
Social Distancing M	<ul style="list-style-type: none"> <li>• Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed.</li> <li>• Although pupils no longer need to be separated into year group bubbles whilst in school, where ever practicable, pupils will be kept in Key Stage bubbles.</li> <li>• In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily.</li> </ul>	Yes	Staff and Pupils	01.09.21	M
Resources M	<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>• Classroom resources, e.g. books and games are cleaned regularly.</li> <li>• Pupils only bring essential items to school each day, e.g. lunch boxes, coats and reading books. No toys or additional equipment to be brought into school. This information will be communicated via the school newsletter</li> </ul>	Yes	Staff, pupils and parents	01.09.21	L

	<ul style="list-style-type: none"> <li>• Pupils are permitted to bring bags to school.</li> <li>• Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place.</li> </ul>				
Attendance M	<ul style="list-style-type: none"> <li>• Parents and pupils will be informed that attendance is mandatory for all pupils.</li> <li>• Parents will be informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly.</li> <li>• The attendance register is taken as normal and absences are followed up, in line with school policy.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be offered access to remote education.</li> <li>• Any concerns from staff, parents and pupils about being on the school site will be discussed between appropriate individuals and the SLT team.</li> <li>• Pupils who are reluctant or anxious to attend school will be identified and relevant staff members will develop plans to reengage these pupils.</li> <li>• School will use existing pastoral and support services, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>	Yes	Parents Pupils SLT team	02.09.21	L
Remote Education L	<ul style="list-style-type: none"> <li>• While attendance is mandatory, remote learning will be provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All pupils who are not physically unwell, will be given access to remote education as soon as reasonably practicable.</li> <li>• Pupils taught remotely in KS1 will be set work that as a minimum covers three hours a day on average, and KS2 pupils will be set work that as a minimum covers four hours a day.</li> <li>• Teaching staff deliver all remote education in line with the expectations set out in the school's Remote Learning Policy.</li> </ul>	Yes	Teaching Staff Pupils	02.09.21	L
Curriculum M	<ul style="list-style-type: none"> <li>• All pupils will be given the support required to make good progress.</li> <li>• The government's catch-up funding will be utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> <li>• The Music Subject Leader will ensure that all staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission.</li> </ul>	Yes	Teaching Staff	02.09.21	M – Music L

	<ul style="list-style-type: none"> <li>• The Music Subject Leader will conduct a Music Lesson Risk Assessment and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.</li> <li>• Sports equipment will be continued to be cleaned between each use.</li> <li>• School swimming and water safety lessons will be conducted in line with Swim England's guidance.</li> <li>• Outdoor sports are prioritised for physical lessons and play where possible.</li> <li>• The hall with maximised natural ventilation flows, e.g. through opening windows and doors, will be used where outdoor sports are not possible.</li> <li>• Staff overseeing indoor sports/play will pay scrupulous attention to cleaning and hygiene.</li> <li>• Staff will be made aware that social distancing in sports is not required unless directed.</li> <li>• The school will work with external coaches, clubs and organisations for curricular and extracurricular activities and will consider how such arrangements operate within the school's wider protective measures.</li> <li>• Competitions between different schools, whether indoor or outdoor, will be able to take place in line with government guidance.</li> </ul>		Music Subject Leader		
Educational Visits H	<ul style="list-style-type: none"> <li>• A full and thorough risk assessment will be made in relation to all educational visits to ensure they can be undertaken safely.</li> <li>• The school will ensure it is prepared to carry out domestic day trips and residential trips.</li> <li>• Pupils will be allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> <li>- It is for the purpose of childcare.</li> <li>- The EYFS staff: child ratios are maintained.</li> <li>- A risk assessment is conducted in advance.</li> <li>- Good hygiene is maintained throughout.</li> <li>- Thorough handwashing happens before and after the trip.</li> <li>- The trip is carried out in line with relevant local or national coronavirus guidance.</li> <li>- Appropriate insurance arrangements are in place.</li> </ul> </li> </ul>	Yes	Teaching Staff	01.09.21	M

	<ul style="list-style-type: none"> <li>• The school will ensure that it has adequate travel insurance and discusses any questions about cover with its insurance provider.</li> <li>• The school will follow the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> <li>- Staff are to remain with the pupils in the group.</li> </ul> </li> </ul>				
Staff and Pupil Well Being M	<ul style="list-style-type: none"> <li>• A designated mental health and wellbeing lead is established in school</li> <li>• Staff are vigilant in discerning pupil mental health and report any concerns to the mental health and wellbeing lead.</li> <li>• Opportunities will be given for pupils to talk about their mental health and experiences during the pandemic will be given during curriculum time, PSHRE time and where necessary 1:1 with mental health and wellbeing lead.</li> <li>• Pupils will have access to pastoral support and activities, e.g. opportunities to renew and develop friendships.</li> <li>• Staff and pupil workload will be a regular item on SLT meeting agendas to ensure it is regularly reviewed and where necessary a plan is put in place to minimise the risk of stress.</li> <li>• The DSL team will liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health.</li> <li>• The SENCO and class teachers will identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>• The SENCO and class teachers will work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>• The DSL team including the mental health and wellbeing lead will ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.</li> <li>• The school will engage with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</li> <li>• Safeguarding issues are managed in line with the school's Child Protection and Safeguarding Policy and the policy COVID addendum.</li> <li>• Staff and pupil bereavement is managed in line with school policy.</li> </ul>	Yes	Mental Health Lead  Staff  Pupils  SLT team  Parents	01.09.21	L

Uniform L	<ul style="list-style-type: none"> <li>The usual rules on school uniform apply; however, the school will take a mindful and considerate approach to non-compliance.</li> <li>Expectations of uniform will be communicated to pupils and parents via the school newsletter and assemblies.</li> <li>To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform.</li> </ul>	Yes	Pupils Parents Staff	01.09.21	L
School Workforce L	<ul style="list-style-type: none"> <li>SLT managers discuss and agree any proposed changes in role or responsibility with members of staff.</li> <li>Safe staffing ratios will be met, and all staff will, if required, receive the relevant training to undertake their roles.</li> <li>Specialist teachers, therapists, clinicians and other support staff for pupils with SEND will continue to provide interventions as usual.</li> <li>School will continue its recruitment processes as normal.</li> </ul>	Yes	All Staff	01.09.21	L
School Meals L	<ul style="list-style-type: none"> <li>The school's kitchen is fully open and operates within usual legal requirements.</li> <li>FSM vouchers are provided for eligible pupils who are not attending school during term time where they: <ul style="list-style-type: none"> <li>Are self-isolating.</li> <li>Have symptoms or a positive test result.</li> <li>Are not attending as a result of local restrictions advised by the government.</li> </ul> </li> </ul>	Yes	Mellors Team Bursar	01.09.21	L
Wraparound Provision M	<ul style="list-style-type: none"> <li>'PlayStop' will continue to provide before- and after-school wraparound childcare for all pupils.</li> <li>The headteacher will make sure 'PlayStop' (external provider of wraparound care), who use the school premises, have considered the relevant government guidance for their sector and have put in place the appropriate protective measures in line with the current government guidance i.e. are Covid secure.</li> </ul>		Headteacher PlayStop Manager - Janine Sandwell	02.09.21	M
Protecting clinically vulnerable individuals	<ul style="list-style-type: none"> <li>Clinically vulnerable and clinically extremely vulnerable (CEV) pupils will be supported to attend on-site provision.</li> <li>Pupils who live with someone who is CEV continue to attend school as normal.</li> </ul>	Yes	CEV members of	01.09.21	M

<p>H</p>	<ul style="list-style-type: none"> <li>• All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend.</li> <li>• The relevant staff will liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at school.</li> <li>• The school will collaborate with the LA to ensure that alternative arrangements for CEV pupils are in place to prepare for the event that the school site is required to close.</li> <li>• If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time.</li> <li>• CEV staff continue to work from home where possible. If this is not possible, they will be supported to attend the school site.</li> <li>• Clinically vulnerable staff will continue to attend school provided they follow the system of controls to minimise the risks of transmission.</li> <li>• Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home.</li> <li>• The headteacher will ensure that the school can be adequately and safely staffed.</li> <li>• A separate risk assessment is carried out for pregnant staff. The school will follow the relevant specific guidance for pregnant employees.</li> <li>• Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment.</li> <li>• Staff who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach.</li> <li>• School ensures that pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.</li> <li>• School encourages staff to get vaccinated if possible and will enable these staff members to attend booked vaccination appointments, even during term time.</li> </ul>		<p>the school community</p> <p>Staff</p>		
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<p>Safeguarding</p> <p>H</p>	<ul style="list-style-type: none"> <li>The school's Child Protection and Safeguarding Policy is reviewed as necessary to reflect the current operations of the school.</li> <li>The DSL team will liaise with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying.</li> <li>The DSL team will ensure that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL team will ensure the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>The DSL team are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> <li>If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL team will consider making a referral to the LA.</li> </ul>	<p>Yes</p>	<p>DSL team</p> <p>Pupils</p> <p>Parents</p> <p>CSC</p> <p>LA</p>	<p>01.09.21</p>	<p>M</p>
<p>Contingency Plan</p> <p>L</p>	<ul style="list-style-type: none"> <li>Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>School has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – this will be implemented if restrictions need to be implemented due to coronavirus.</li> </ul>	<p>Yes</p>	<p>Headteacher</p> <p>Teaching Staff</p>	<p>01.09.21</p>	<p>L</p>
<p>Protective measures in early years settings</p> <p>M</p>	<ul style="list-style-type: none"> <li>Children are supervised when washing their hands or using hand sanitiser and are taught how to do so effectively.</li> <li>A good supply of disposable tissues will be available throughout the premises and 'catch it, bin it, kill it' is encouraged and prompted.</li> <li>An enhanced cleaning schedule is put in place.</li> <li>Surfaces, toys, books, doors, sinks, toilets, and light switches are cleaned more regularly.</li> </ul>	<p>Yes</p>	<p>Year R Staff Team</p> <p>Cleaners</p> <p>Pupils</p>	<p>02.09.21</p>	<p>M</p>
<p>Fire safety and Premise management</p>	<ul style="list-style-type: none"> <li>A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date.</li> <li>Fire alarm tests will be carried out regularly.</li> </ul>	<p>Yes</p>	<p>Caretaker</p> <p>Headteacher</p>	<p>01.09.21</p>	<p>L</p>



	<ul style="list-style-type: none"><li>Water systems will be continued to be checked regularly to ensure that stagnation does not occur due to the reduced use.</li></ul>		Premises Manager		
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