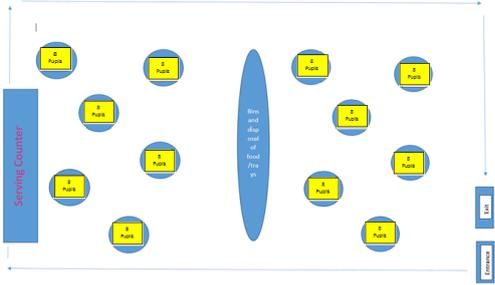


Activity/ Situation	COVID SECURE ARRANGEMENTS				
Location	Edlington Victoria Academy (REVISED 22.06.21)				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation ✘ Arrangements for Boarding Schools During Pandemic 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>					
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>					
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Pupils within their class will remain in that bubble and allocated staff/middays to stay in the same bubble.</p> <p>Staff training will take place virtually, morning briefing will take place once a week, socially distanced in the school hall but the briefing will last no longer than 10 minutes</p> <p>End of year transition will be carefully planned with a timetable and register of staff and pupils being recorded. Bubbles will be compromised but social distancing and being outside will mitigate this. Any equipment used will be sanitised and pupils will wash hands and sanitise regularly.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The school keeps a record of pupils and staff in each group, and any close contact that takes places between	This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>children and staff in different groups</p> <p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>	<p>ask staff to keep definitive records in a way that is overly burdensome</p> <p>EVA's March organisational plan and PPA cover timetable outlines which staff are allocated to which classes.</p>																																				
<p>Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</p>	<p>EVA's March organisational plan and PPA cover timetable outlines which staff are allocated to which classes. Bubbles are full class sizes and staff are allocated to each bubble.</p>	☒	☐	☐																																	
<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p>	<p>Bubbles are full class sizes and staff are allocated to each bubble to reduce the amount of staff who would need to isolate in the case of a positive test result</p>	☒	☐	☐																																	
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>Pupils within their class will remain in that bubble and allocated staff/midday's to stay in the same bubble. Playground continues to be zoned for break/lunchtimes. Corridors split down the middle with Velcro markers and keep to the left system is in place. Pupils are reminded regularly by staff.</p>	☒	☐	☐																																	
<p>Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible</p>	<p>Classrooms allocated per class dependant on age and class size, classroom number as per organisational plan:</p> <table border="1" data-bbox="566 1736 949 2040"> <thead> <tr> <th>Class</th> <th>No of pupils</th> <th>Classroom/s</th> </tr> </thead> <tbody> <tr> <td>F1</td> <td>17</td> <td>93 & 95</td> </tr> <tr> <td>F2H F2C</td> <td>19 19</td> <td>24, 25 & 26</td> </tr> <tr> <td>Y1L</td> <td>22</td> <td>84</td> </tr> <tr> <td>Y1/2H</td> <td>23</td> <td>82 & 81</td> </tr> <tr> <td>Y2H</td> <td>22</td> <td>80</td> </tr> <tr> <td>Y3T</td> <td>24</td> <td>36</td> </tr> <tr> <td>Y3/4CT</td> <td>25</td> <td>38 & 39</td> </tr> <tr> <td>Y4D</td> <td>24</td> <td>73 & 40</td> </tr> <tr> <td>Y5/6J</td> <td>33</td> <td>90 & 91</td> </tr> <tr> <td>Y6A</td> <td>32</td> <td>5 & 2</td> </tr> </tbody> </table>	Class	No of pupils	Classroom/s	F1	17	93 & 95	F2H F2C	19 19	24, 25 & 26	Y1L	22	84	Y1/2H	23	82 & 81	Y2H	22	80	Y3T	24	36	Y3/4CT	25	38 & 39	Y4D	24	73 & 40	Y5/6J	33	90 & 91	Y6A	32	5 & 2	☒	☐	☐
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	<p>The lunch hall is split into two sections so two bubbles can use it with a one way system and divider down the middle.</p> <p><u>Hall plan for Lunchtime:</u></p> 			
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Social distancing is in place wherever possible. Pupils are reminded regularly of the need to maintain distance between each other. Pupils sanitise on entry to the classroom each time they enter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Hall sittings seat bubbles at the same times with cleaning in between. Phonics grouping between the Y1L and Y1/2H as they are a bubble. Refer to the music, dance and drama risk assessment for information on guitar lessons. Also supported by DMBC risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	Admin staff have lists of siblings if needed for control measures in the event of positive test in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	As per PPA timetable within the organisational plan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Corridor markings to show 'Keep Left' signs, central Velcro markers will highlight this, 2 metre distance will continue to be in place on the corridor. Staff to wear face coverings/masks whilst moving around school and in communal areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of interactions or changes are minimised wherever possible	Bubbles are full class sizes and staff are allocated to each bubble these remain the same in order to minimise interactions and limit risk of crossing bubbles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	2 metre keep left signs/notices and Velcro floor markings are present around school. Virtual staff briefing on 3.11.20 reiterated to all staff the need to maintain social distancing including	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	lunchtimes, by the photocopier etc. and that face masks/coverings should be worn when moving around school, in communal areas and in the playground.			
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	<p>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual</p> <p>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p> <p>The infected person must isolate and then will be sent home at the earliest convenience. The area where the infected person has been present must be sanitised and any person in close proximity is to follow the government guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care with other increased hygiene protocols in place to minimise the risk of transmission	<p>Full PPE is provided to all staff/specialists, clinicians where any pupils require intimate care. 1 intimate care plan in place.</p> <p>SEND pupils requiring close contact support all have a risk assessment and personalised transition plan shared with all relevant staff and parents. All SEN meetings to take place virtually.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	<p>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Pupils with medical needs have individual care plans.</p> <p>Risk assessments for all pupils with needs are in place</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place																																																																			
Pupils are seated side by side and facing forwards, rather than face to face or side on	Where room size/age of pupils does not enable/support facing forwards seating, pupils will be sat in different formations. There are 2 classes in Upper Key Stage 2 where this is not possible due to classroom size and number of pupils. Pupils sit in the same place each day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
Unnecessary furniture has been moved out of classrooms to make more space	Furniture removed and placed in storage where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
Large gatherings such as assemblies or collective worship with more than one group do not take place	These will take place virtually. Photos of Principal's Award to be emailed home to parents each week. Leavers assembly, sports day and F2 graduation will go ahead but only to pupils and staff in the same bubble, parents/carers will be unable to attend – regular communication and photo upload (to those pupils with permission) will be circulated to parents/carers whilst these restrictions remain in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building Avoid creating busy corridors, entrances and exits	Movement is only needed around the building for the toilets, break/lunch and PE sessions. Staggered start/end/break and lunch times. No pupil or staff to go to admin or enter the office. Visit to the pupil hatch in an emergency or when delivering messages but preferably email or phone request should be used first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																															
Break times are staggered so that all pupils are not moving around the school at the same time	As per organisational plan <table border="1"> <thead> <tr> <th>Class</th> <th>Entry time</th> <th>Door</th> <th>AM break</th> <th>zone</th> <th>Lunch – hall</th> <th>Lunch - Outdoor</th> <th>zone</th> <th>Exit</th> </tr> </thead> <tbody> <tr> <td>F1</td> <td>8.40</td> <td>20 Main door</td> <td>Continuous provision</td> <td></td> <td>N/A</td> <td></td> <td></td> <td>11.40</td> </tr> <tr> <td>F2C & F2H</td> <td>8.50</td> <td>20 Main door</td> <td>Continuous provision</td> <td></td> <td>11.30 – 12.00</td> <td>12.00 – 12.30</td> <td>Back 1 & 2</td> <td>3.00</td> </tr> <tr> <td>Y1L & Y1/2H</td> <td>8.40</td> <td>83 Y1 door</td> <td>10.20 – 10.40</td> <td>Front 1 & 2</td> <td>12.12.20</td> <td>12.20-1.00</td> <td>Front 1 & 2</td> <td>3.00</td> </tr> <tr> <td>Y2H & Y3T</td> <td>8.50</td> <td>71 Staveley Street</td> <td>10.20 – 10.40</td> <td>Back 3 & 4</td> <td>12.20-12.40</td> <td>12.40-1.20</td> <td>Back 3 & 4</td> <td>3.10</td> </tr> <tr> <td>Y3/4CT & Y4D</td> <td>9.00</td> <td>71 Staveley Street</td> <td>10.40 – 11.00</td> <td>Back 3 & 4</td> <td>12.40-1pm</td> <td>12.00-12.40</td> <td>Back 3 & 4</td> <td>3.15</td> </tr> <tr> <td>Y5/6J & Y6A</td> <td>8.50</td> <td>83 Y1 door</td> <td>10.40 – 11.00</td> <td>Front 1 & 2</td> <td>1-1.20</td> <td>1.20-2pm</td> <td>Front 1 & 2</td> <td>3.10</td> </tr> </tbody> </table>	Class	Entry time	Door	AM break	zone	Lunch – hall	Lunch - Outdoor	zone	Exit	F1	8.40	20 Main door	Continuous provision		N/A			11.40	F2C & F2H	8.50	20 Main door	Continuous provision		11.30 – 12.00	12.00 – 12.30	Back 1 & 2	3.00	Y1L & Y1/2H	8.40	83 Y1 door	10.20 – 10.40	Front 1 & 2	12.12.20	12.20-1.00	Front 1 & 2	3.00	Y2H & Y3T	8.50	71 Staveley Street	10.20 – 10.40	Back 3 & 4	12.20-12.40	12.40-1.20	Back 3 & 4	3.10	Y3/4CT & Y4D	9.00	71 Staveley Street	10.40 – 11.00	Back 3 & 4	12.40-1pm	12.00-12.40	Back 3 & 4	3.15	Y5/6J & Y6A	8.50	83 Y1 door	10.40 – 11.00	Front 1 & 2	1-1.20	1.20-2pm	Front 1 & 2	3.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other</p> <p>The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day</p>	<p>2 x Staff rooms limited to a maximum of 6 people. Staff have differing lunchtimes. Windows remain open for ventilation.</p> <p>Excess furniture/seating has been removed and has been taped off.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
<p>Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times</p> <p>Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.</p>	<p>Virtual Staff meetings take place using Zoom or Teams. Weekly briefing is socially distanced in the hall lasting no more than 10 minutes.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
<p>Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school</p> <p>Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may include:</p> <ul style="list-style-type: none"> condensing or staggering free periods or break time but retaining the same amount of teaching time <p>keeping the length of the day the same but starting and finishing later to avoid busy periods</p>	<p>As per organisational plan.</p> <table border="1"> <thead> <tr> <th>Class</th> <th>Entry time</th> <th>Exit</th> </tr> </thead> <tbody> <tr> <td>F1</td> <td>8.40</td> <td>11.40</td> </tr> <tr> <td>F2C & F2H</td> <td>8.50</td> <td>3.00</td> </tr> <tr> <td>Y1L & Y1/2H</td> <td>8.40</td> <td>3.00</td> </tr> <tr> <td>Y2H & Y3T</td> <td>8.50</td> <td>3.10</td> </tr> <tr> <td>Y3/4CT & Y4D</td> <td>9.00</td> <td>3.15</td> </tr> <tr> <td>Y5/6J & Y6A</td> <td>8.50</td> <td>3.10</td> </tr> </tbody> </table>	Class	Entry time	Exit	F1	8.40	11.40	F2C & F2H	8.50	3.00	Y1L & Y1/2H	8.40	3.00	Y2H & Y3T	8.50	3.10	Y3/4CT & Y4D	9.00	3.15	Y5/6J & Y6A	8.50	3.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Parents' drop-off and pick-up protocols planned to minimise adult to adult contact</p> <p>CYPS Bulletin</p>	<p>Signage on fences and social distance markings on playground, regular communication via text and email to parents/carers. Face coverings are strongly encouraged when parents/carers enter the school playground. Staff/Site manager present at the start and end of the day on the gate.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing</p> <p>This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt</p>	<p>Communicated via text and newsletter sent by email. Text sent 3 times a week to remind parents/carers to social distance and remind about face coverings being recommended</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time</p> <p>This will reduce the amount of people assembling in and around the school grounds and will help with social distancing</p>	<p>Communicated via text and newsletter sent by email. Text sent 3 times a week to remind parents/carers to social distance and remind about face coverings being recommended.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school</p>	<p>Communicated via text and newsletter sent by email. Text sent 3 times a week to remind parents/carers to social distance and remind about face coverings being recommended.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)</p>	<p>Communicated via text and newsletter sent by email. Text sent 3 times a week to remind parents/carers to social distance and remind about face coverings being recommended.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged</p>	<p>Communicated via text and newsletter sent by email. Text sent 3 times a week to remind parents/carers to social distance and remind about face coverings being recommended.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

appointment, which should be conducted safely)	Building supervisor and staff are visible in the playground to remind parents.			
Schools can undertake educational day visits Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination	School visits to resume in the summer term when providers resume business operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits, from 17 May Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.	There are no residential visits planned for Summer term 21	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pupils are kept within their consistent groups (bubbles) for the purpose of the domestic residential educational visit	There are no residential visits planned for Summer term 21	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation	Not affected by cancellation insurance as no trips planned that would require being cancelled, however we have received confirmation that if a trip is booked at a point in time when government guidance allows it and subsequently cannot go ahead due to unforeseen circumstances caused by COVID then subject to policy T&Cs generally, our current handler guidance allows for these claims to be paid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Schools do not go on any international visits this academic year up to and including 5 September 2021</p> <p>The position beyond 5 September will be reviewed again in advance</p>	<p>There are no international visits planned for Summer term 21</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>School will work to resume all before and after-school educational activities and wraparound childcare for pupils</p>	<p>After school clubs are now available to pupils but covid rules continue to apply – clubs are restricted to pupils from the same bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day</p>	<p>Sports camps operating during school holidays will continue to follow covid risk assessment guidance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>From 17 May, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number</p> <p>However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting</p>	<p>After school clubs are now available to pupils but covid rules continue to apply – clubs are restricted to pupils from the same bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Smaller groups should be considered when it is not possible to keep children in consistent groups every time they attend the setting</p>	<p>After school clubs are now available to pupils but covid rules continue to apply – clubs are restricted to pupils from the same bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>When considering appropriate group sizes important factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation are taken into account</p>	<p>Windows in classrooms, toilets, corridors and other areas are opened each morning and classroom doors remain open where safe to do so.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>For example, guidance for providers of grassroots sports and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</p> <p>The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extra-curricular provision, including appropriate group size</p>				
<p>Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside</p>	<p>After school clubs are now available to pupils but covid rules continue to apply – clubs are restricted to pupils from the same bubble</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 	<p>Activ8 or other outside providers will ensure groups of pupils remain small (maximum of 10 pupils). Where possible after school clubs will operate in small groups or bubbles will remain the same as during the school day. Children will continue to sanitise and staff where possible will wear visors/face coverings.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector 	<p>External providers must produce their own risk assessments, these must be signed off by the relevant member of staff and also follow the Risk assessments /protocols in place at the academy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• put in place protective measures				
Social Distancing Measures Not Followed During Travel to and from School				
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Parents informed via text/email and are encouraged to walk to school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	Safer travel guidance for passengers Parents are reminded to wear face coverings when using public transport	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Cleaning/Sanitising				
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Additional cleaning provisions stored in locked rooms and cupboards. Staff and Metroclean will continue to provide regular cleaning and updating of the cleaning schedule. Support staff clean classrooms at break times and document this on cleaning checklists. Metroclean do this at lunchtimes including all toilet areas. Metroclean staff initial the checklist once cleaning of toilets is done throughout the day. The checklists are gathered and stored in the CV19 file weekly, the file can be found in the office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Additional cleaning provisions stored in locked rooms. Staff will continue to provide regular cleaning at break times, sanitising of furniture and equipment and updating of the cleaning schedule. Zappitiser will be used weekly or in the event of a bubble outbreak. In the event of an outbreak, individual pupil packs will be provided and online learning will be provided. Pupils without access to IT will be provided with one.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Photocopiers to be wiped down with screen wipes after use. Visitors and staff sanitise before using the Inventory signing system and then wipe it down after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bins for tissues and other rubbish are emptied throughout the day	Bins are emptied daily by cleaning staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Weekly monitoring of stock levels by office admin and orders are sent through to the Trust office weekly. Staff to inform admin if they need anything additional replenishing. All staff have been provided with a pack of self-care PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Staff will continue to sanitise equipment. Each class/bubble will have their own playtime/lunchtime equipment. Support staff clean using antibacterial spray and wipes are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned This would also apply to resources used inside and outside by wraparound care providers	This would also apply to resources used inside and outside. Support staff clean their bubble's equipment after each use using antibacterial spray and wipes. Cleaning materials are available to all staff from the office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
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	Individual staff and individual pupil packs provided for Y1 to Y6. Bubbles have access to their own outdoor sports equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Shared resources are cleaned after use. Where this is not possible, they are stored for 72 hours before being used again.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Staff will continue to sanitise equipment Zappitiser will be used weekly or in the event of a bubble outbreak. Reading books will be changed once weekly on a Friday and then quarantined for 72 hours in a clear box per bubble before going back onto the shelves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy)	<p>Lunch boxes need to be wiped down on arrival and kept in/near to the classroom.</p> <p>Other belongings stored on a coat peg in their cloakroom.</p> <p>Y5 and Y6 only are able to hand in a mobile phone if they are walking home without parents. These need to be stored in the main school office in a box.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either:</p> <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use</p>	<p>All equipment used to deliver therapies will be quarantined for 72 hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p> <p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</p>	<p>Regular handwashing on site and sanitising on entry, before and after breaks.</p> <p>Reading books will be changed once weekly on a Friday and then quarantined for 72 hours in a clear box per bubble before going back onto the shelves.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are	Staff are to wipe laptops and iPads at the start of each day. Personal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

cleaned at the start and end of the day	cleaning packs are provided for all staff by the academy.			
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	The academy works within government guidelines to ensure safe working practices. Anybody told to isolate by NHS Test and Trace must notify school immediately and must isolate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms they are legally required to quarantine, having recently visited countries outside the Common Travel Area they have had a positive test have been in close contact with someone who tests positive for coronavirus (COVID-19) 	The academy works within government guidelines to ensure safe working practices. LFT testing takes place twice weekly to ensure staff entering school have a negative test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease	The academy works within government guidelines to ensure safe working practices. LFT testing takes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school) 	<p>place twice weekly to ensure staff entering school have a negative test. In the event of a positive case the tracing of known contacts would take place. They would be notified that they would need to isolate.</p>			
<p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia</p> <p>This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p>	<p>The academy works within government guidelines to ensure safe working practices. Staff are aware of this procedure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The school recognises that if they 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 will 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</p>	<p>The academy works within government guidelines to ensure safe working practices. All cases have been reported to Public Health England and advice followed swiftly. Trust provided action plan to follow in the case of a positive case. Staff levels are monitored daily with resources allocated accordingly to support absent colleagues. Option given to staff to block PPA and leadership time so they can work from home to support wellbeing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>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</p>				
<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p> <p>While some adjustments to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice</p>	<p>This does not apply to Edlington Victoria Academy.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>Well-being calls will be made to vulnerable pupils by the Pastoral Manager/Principal or class teacher.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission</p> <p>In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow</p>	<p>LFT testing takes place twice weekly to ensure staff entering school have a negative test. Staff are aware that they must continue to follow social distancing rules and the wearing of face coverings despite having a negative test.</p> <p>In the event of a spike, LFT testing will take place daily.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

good hygiene and observe social distancing measures whether or not they have been tested				
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	Pupil now attending school, verbal confirmation from GP that pupil is able to attend school setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions	Pupil now attending school, verbal confirmation from GP that pupil is able to attend school setting. Does not apply to current staff attending site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the CEV category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible Individual risk assessments are needed and guidance must be sought	Staff who do not believe they need to continue to shield are able to return to work in the following circumstances <ul style="list-style-type: none"> • Confirmation from the GP/clinician that a return to work is supported, where possible this has been confirmed in writing by the GP/Clinician • A full risk assessment has been put in place to reflect additional measures in place • The risk assessment is reviewed regularly • The employee is aware of the need to advise you of any changes that may affect the risk assessment The Risk Assessment is signed by the member of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	Communicated to staff via the risk assessment. Currently the academy hasn't any member of staff that this relates to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to	Currently the academy hasn't any member of staff that this relates to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

minimise the risks of transmission				
Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home	Currently the academy hasn't any member of staff that this relates to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the system of controls are followed information available on who is at higher risk from coronavirus	information available on who is at higher risk from coronavirus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women are in the 'clinically vulnerable' category School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. An individual RA is in place for a member of staff and was reviewed at 28 weeks. Individual Risk Assessments will need to be subject to regular review Currently the academy hasn't any member of staff that this relates to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need	Wellbeing sessions provided and access to staff insurance wellbeing links and advice circulated to staff Posters displayed in the staff room. Access to Health and Wellbeing DMBC service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>extra systems in place to support staff wellbeing</p> <p>Read about the extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>				
<p>Volunteers may be used to support the work of the school, as would usually be the case</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p>	<p>Parent/other volunteers in place have DBS checks or risk assessments. Any volunteers will be trained in our processes for managing and controlling Covid – 19 risk. No volunteers are currently supporting in the academy.</p> <p>Currently the academy hasn't any volunteer accessing the academy.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND are providing interventions as usual whilst following the schools Covid safe procedures</p> <p>All meetings will take place remotely unless of a H&S or safeguarding nature where 2m social distancing and face coverings are adhered to.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff</p> <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>	<p>Any supply teachers in school will be trained in our processes for managing and controlling Covid – 19 risk. Refer to the music, dance and drama risk assessment for detailed information regarding the peripatetic teacher.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Supply staff, volunteers and other temporary or peripatetic staff can move between schools.</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff. Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches <p>those working in before and after school clubs</p>	<p>Peripatetic guitar teacher attends site to carry out music lessons.</p> <p>Supply Teacher attends site to carry out sessions linked to catch up funding.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>If anyone in the school 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 (anosmia), they must be sent home and advised to follow the guidance which sets out that they must</p> <ul style="list-style-type: none"> • be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • be advised to follow the guidance for households with 	<p>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>Regular reminders to staff that they should not attend work if they are unwell or have coronavirus symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> be advised to arrange to have a test as soon as possible to see if they have COVID-19 	<p>they will need to restart the 10 day isolation period and book a test</p>			
<p>If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p>	<p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>Pupil will be isolated in the first aid room where possible until parent collects. The room is cleaned down after usage and with the zappitiser after school.</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>All staff are aware of this. Any toilet used by a pupil or member of staff with symptoms of Covid will be deep cleaned as soon as the unwell person leaves site. If the cleaning cannot be done immediately the toilet will be closed until the cleaning has been done all other</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>PPE supplied to staff, stock levels will be monitored and re-ordered from Trust.</p> <p>Staff to wear PPE whilst supervising pupil being isolated until parent collects.</p> <p>PPE will then be disposed of in the blue bins.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See Inadequate Personal Protection & PPE section of this risk assessment				
<p>In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household</p> <p>If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts</p>	<p>Pupil will be isolated in the first aid room where possible until parent collects. The room is cleaned down after usage and with the zappitiser after school.</p> <p>Parent advised when the child is collected not to use public transport.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result</p> <p>If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms</p>	<p>Pupil will be isolated in the first aid room where possible until parent collects. In the event that the parent is unable to collect and the child is old enough the academy will arrange for the child to walk home, if too young academy staff will escort the pupil home.</p> <p>The room is cleaned down after usage and with the zappitiser used after school.</p> <p>Parent advised when the child is collected not to use public transport.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p> <p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<p>Staff are aware to notify the office so they can make the call.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any member of staff who has provided close contact care	Staff regular receive updates and guidance from the Principal and are aware of the process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) which is a legal obligation • they have tested positive from an LFD or PCR test as part of a community or worker programme. If an LFD test is taken first, and a confirmatory PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual can return to school 				
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and</p>	<p>Staff and pupils are aware of this. E Bug posters are displayed around the academy</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

running water or use hand sanitiser after any contact with someone who is unwell				
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people COVID-19: cleaning of non-healthcare settings guidance	COVID-19: cleaning of non-healthcare settings guidance The area where pupil/staff have been when showing symptoms will be cleaned and sanitised using the Zappitiser as soon possible. If this cannot be done immediately the toilet will be closed until deep cleaning has taken place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site User Developing Symptoms				
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. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	LFT testing now takes place twice weekly by staff. In the event of a spike at the school setting LFT testing will take place daily. The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed Information regarding testing was included in a communication sent by the Principal in July 2020. A reminder was sent prior to reopening in September. Continued updates are provided to staff in remote staff forums. Staff forum 4.3.21 to include details of the wider opening on the 8.3.21. Reminder text sent prior to the end of term and also during the school holidays to remind parents of the out of hours email address, they would need to notify school through if a child tested positive to covid19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School have received an initial supply of 10 PCR test	All test kits have arrived. If additional ones are required to be ordered, then	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out</p> <p>You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119</p>	<p>are ordered through the gov.uk website.</p>			
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p>	<p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</p>	<p>Communication to pupils and staff of the need to continue to follow government guidance in the event of developing coronavirus symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test</p>	<p>Communication to pupils and staff of the need to continue to follow government guidance in the event of developing coronavirus symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate</p>	<p>Communication to pupils and staff of the need to continue to follow government guidance in the event of developing coronavirus symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus</p>	<p>Communication to pupils and staff of the need to continue to follow government guidance in the event of developing coronavirus symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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</p>	<p>Where staff have been in close contact with someone who develops the Covid 19 symptoms or close contact with someone who has tested positive, staff members can request a test. If the test returns a negative result they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop Covid 19 within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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)</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms</p>	<p>Staff and Parents are aware of the need for self-isolation if they have been in contact with someone who has symptoms or test positive for Covid-19</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<p>Upon collection of an ill child suspected Covid 19 symptom/s the parent/carer is asked to ensure the academy is updated immediately on the test outcome. The same is expected of staff awaiting results from their test.</p> <p>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p>	<p>Communication to pupils and staff of the need to continue to follow government guidance in the event of developing coronavirus symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p>	<p>Communication to pupils and staff of the need to continue to follow government guidance in the event of developing coronavirus symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p>	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</p> <p>If a child is sent home and a test is requested, the academy will contact the family for a welfare check and to go through all requirements so that the parent/carer fully understands</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</p> <p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<p>This is because they could still develop coronavirus (COVID-19) within the remaining days</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If someone with symptoms tests positive, they should</p>	<p>Schools must take swift action when they become aware that someone</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>	<p>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</p> <p>The school will implement and follow the action plan provided from Trust Office.</p>			
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact can be anyone who:</p> <ul style="list-style-type: none"> - lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) - has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <p>face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre;</p> <p>been within 1 metre for 1 minute or longer without face-to-face contact;</p> <p>been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day);</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	travelled in the same vehicle or a plane			
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p> <p>This can be reached 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. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p>	<p>School is aware of the procedure to follow and has in place all contact details for Local Public Health, DFE helpline and Yorkshire and Humber public health team as identified in the Trust action plan.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>Thermometer is kept in the main office and accessed in the event of any pupil feeling unwell – their temperature can be taken to inform parents to collect.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate Hand Washing/Personal Hygiene				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating <p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils. On entry and exit all staff wash their hands or sanitise.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Ensure that staff and pupils have sufficient time to wash their hands regularly. Including break times and lunch times and on entry and exit staff/pupils wash their hands or sanitise.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Ensure that pupils and staff working with these pupils have sufficient time to wash their hands regularly, as frequently as pupils. Individual risk assessments are in place for all pupils with SEND needs, staff who support these pupils are provided with PPE to wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Pupils and staff allowed additional time to ensure hands are washed and sanitised.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Individual risk assessments are in place for all pupils with SEND needs, staff who support these pupils are provided with PPE to wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Staff have staggered breaks and lunch to ensure adequate facilities are available and avoid queuing to use staffrooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	There are 22 hand sanitisers in school outside classrooms and frequently used rooms as well as sinks in all toilet areas. 40 dispensers in stock to replace damaged soap/hand sanitiser dispensers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal	Skin friendly skin cleaning wipes can be used as an alternative Sanitiser is in every room for use by pupils/staff. Teacher in charge is responsible for ensuring pupils use this safely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion</p> <p>Skin friendly cleaning wipes can be used as an alternative</p>				
<p>School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them</p>	<p>Hand cleaning and sanitising has been included in the daily routine of all year groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>A tissue box is in every room. Additional stocks can be obtained from the office.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>Blue lidded bins are in all used rooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p> <p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p> <p>signage is displayed in every room with a blue tissue bin</p> <p>Posters are in place to show and encourage good hand and respiratory hygiene. The MindEd and e-bug website has free resources to support teaching pupils about hygiene measures</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inadequate Personal Protection & PPE				
Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom	Trust policy is that face masks/coverings need to be used when dealing with pupils with intimate care needs and when moving around in communal areas. Face masks/coverings will also be used at the start and end of the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils in schools do not need to wear a face covering whilst in the classroom	Pupils coming onto site wearing a face mask from home will be asked to take this off as they enter the cloakroom and place this in their zipped bag. Pupils are aware they do not need to wear a face covering.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate	The academy provides clear spectacle visors to all staff in addition to face masks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	The academy doesn't have anyone that this relates to.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Staff are aware of the procedures to follow when putting on and removing face masks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and after	Staff and pupils are aware of the need to wash hands before and after the putting on or removing of face masks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use				
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day	Staff and pupils have been made aware of this and should dispose of the mask appropriately. Spare masks are available from the office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Masks and PPE are available and provided by the academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a process for when face coverings are worn within the school and how they should be removed This procedure should be communicated clearly to adults	This procedure has been communicated to staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or	A face mask should be worn by the supervising adult. If contact with the pupil is necessary, then gloves and an apron should be worn by the supervising adult in addition to the face mask. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (visor) safe working in education, childcare and children's social care Staff are aware of this and PPE is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

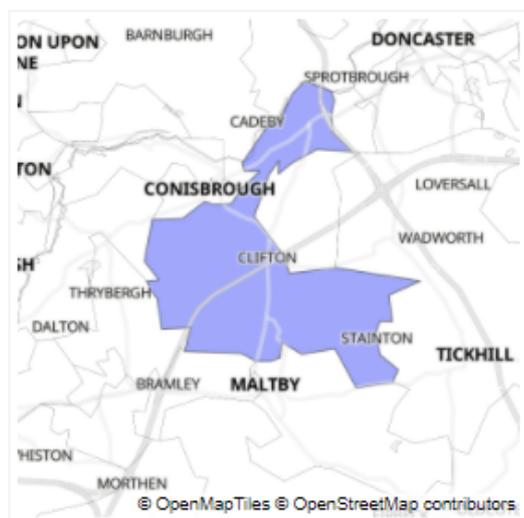
vomiting, then eye protection should also be worn safe working in education, childcare and children's social care				
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Staff are aware of this and PPE is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Staff are aware of this and PPE is readily available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	No visits are allowed without prior appointment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Signs are on fences and around the school The signing in system has guidance for all to read and accept before entry to the building Signage checked and will remain in visible locations around the Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Organised with ABM and Site Supervisor Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	As above all control measures are explained to contractors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>their own controls round infection spread prevention</p> <p>Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits</p>	<p>distancing measures and availability of resources to effectively clean following the visits.</p> <p>Contractors are made aware of our control measures in place in school.</p>			
<p>As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures</p> <p>These programmes are essential for children's health and wellbeing</p>	<p>Staff responsible for the organisation of immunisations are aware of the requirement for these to be delivered within the Covid safe practices of the academy.</p> <p>School nurses enter each bubble to administer the vaccine and sanitise on entry and exit to each class with the changing of PPE in between.</p>	☒	☐	☐
<p>A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>	<p>Visitors and contractors sign in on the electronic Invenry system and are informed that details will be kept and shared if required for the purpose of NHS track and Trace</p> <p>Visitors and Staff signing in using the Invenry system must sanitise hands and then the screen after use. They are instructed to do this by the admin team. There is signage to support this and visitors are asked to do this when buzzing through the intercom.</p>	☒	☐	☐
<p>Inadequate Ventilation</p>				
<p>Occupied spaces must always be well ventilated and a comfortable teaching environment 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</p>	<p>Windows in classrooms, toilets, corridors and other areas are opened each morning and classroom doors remain open where safe to do so.</p>	☒	☐	☐

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)				
Ventilate spaces with outdoor air Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	Classroom windows and hall windows are open to provide ventilation. Parents have been informed and asked to supply pupils with additional clothing (vests, skins etc...) to keep them warm in class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible, occupied room windows should be open	Windows and doors are open where possible and safe to do so (doors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal 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	Windows and doors are open where possible and safe to do so (doors).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air Fire doors must not be propped open unless they have a self-closing hold open device fitted	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background	Staff and children advised to layer up so as to keep warm during the winter months. 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ventilation, and opened more fully during breaks to purge the air in the space)				
Consideration given to opening high level windows in preference to low level to reduce draughts	On cooler days this is done	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Information shared and actioned with class teachers. This has also been communicated with parents and they are aware children can wear extra layers should they need to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing For more information see School uniform	Communicated to parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	Information shared and actioned with class teachers and building supervisor to assist where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Heating will continue to run on the winter setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air Desk fans are pointed away from people and pointed at walls etc.	Windows will be opened wider for short periods during break times to circulate fresh air back into the room. No desk fans in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If school needs to use additional heaters they only use sealed, oil filled electric heaters Electric fan heaters used sparingly due to increased fire and electrical risk	Fan heaters will not be used Any additional heaters that are portable will be PAT tested where required before use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DN12 1BN – Warmsworth, Braithwell & Stainton



People tested positive by specimen date

Seven days to 20 May 2021

3

Rate per 100,000 people: **48.7**

How does this compare to UK average?



Additional relevant data available for DN12 1BN:

Some data are not available at local levels — for example, virus tests conducted is only available at nation level.

See the [simple summary](#) for Warmsworth, Braithwell & Stainton, Doncaster.

Estimated R number for North East and Yorkshire

0.8 to 1.0 with a daily infection growth rate range of -3% to 0% as of 21 May 2021.

Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures?	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by		
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date	
Continue to follow local and national government guidance alongside local infection rate figures	L Dyer	26.5.21	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor(s):		Signature(s):	
Position(s):	Lyndsey Dyer Business Manager		Emily Clark Principal
Date:	22.6.21	Review Date:	19.7.21 or when government guidance changes
Distribution: All EVA staff			

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME		LIKELIHOOD				
Catastrophic						
Major						
Moderate						
Minor						
Insignificant						
		Remote	Unlikely	Possible	Likely	Highly Likely