



Westley Risk Assessment: Schools operating safely during pandemic – v10-25/02/21

Version 10 updated 25/02/21

Introduction

This risk assessment is updated in the light of feedback, experience and guidance. Trade unions and staff are invited to comment and this is being made public via the school's website. The Department for Education's guidance is at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operationa_l_guidance.pdf

Attending school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children.

On 22 February 2021, the government announced that all pupils would return to school from Monday 8 March. Current advice is that the way to control the virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts.

Public Health England endorses a 'system of controls' that are a hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic. When implemented in line with a revised risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- wearing a [face covering](#) to protect others (unless exempt from doing so), when required and properly fitted to cover the nose and mouth.
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

Key to the school's risk assessment is:

- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible
- staff and pupils participating in the onsite testing system, please see separate testing risk assessment

Key measures to prevent spread of coronavirus are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- where recommended, the use of face coverings in schools
- clean hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- where necessary, wearing appropriate personal protective equipment (PPE)
- always keeping occupied spaces well ventilated
- engaging with the NHS Test and Trace process

- engage in the schools onsite testing process
- managing confirmed cases of coronavirus (COVID-19) amongst the school community
- containing any outbreak by following local health protection team advice
- responding to additional guidance if the school is an area that moves to Local COVID Alert Level: high or very high,

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, Government advice is that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.

For those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level. All staff can continue to attend school at all Local COVID Alert levels.

In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.

Increased ventilation may make school buildings cooler than usual over the winter months. Parents are encouraged to ensure their children wear additional, suitable indoor items of clothing to be worn during the winter period.

When the school is not fully open for all children, or when children are required to self-isolate, remote learning will be provided. Remote learning will include:

- ensuring pupils receive clear explanations
- supporting growth in confidence with new material through scaffolded practice
- application of new knowledge or skills
- enabling pupils to receive feedback on how to progress

2) Principles

In order to prevent the spread of coronavirus, schools will:

- i. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ii. clean hands thoroughly more often than usual
- iii. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v. minimise contact between individuals and maintain social distancing wherever possible
- vi. where necessary, wear appropriate personal protective equipment (PPE)
- vii. introduce and operate an in-school testing system as per government guidelines

3) Response to any infection

In the event of a positive test, schools will:

- i. engage with the NHS Test and Trace process
- i. manage confirmed cases of coronavirus (COVID-19) amongst the school community
- ii. contain any outbreak by following local health protection team advice

4) Expectations in all schools

a) Prevention

i) Schools will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

With the introduction of in-school lateral flow testing systems, anyone who tests positive (see school COVID testing risk assessment) will be sent home to take a PCR test which is supplied by the school and could be sought through the national testing programme by calling 119 (England, Wales and Northern Ireland) or 0300 303 2713 (Scotland) or visiting <https://www.gov.uk/get-coronavirus-test>.

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 '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child 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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and 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 bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual

Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

iii) Schools will ensure that good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

The [World Health Organisation published a statement on 21 August about children and face coverings](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education). They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.” [source: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>].

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools will have the discretion to require face coverings in indoor communal areas

where social distancing cannot be safely managed if they believe that it is right in their particular circumstances. Examples of where school leaders might decide to recommend the wearing of face coverings - for pupils, staff and visitors - include communal areas of the education setting i.e. reception area, corridors etc – see risk assessment for details.

iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping where possible to children staying in the same group or 'bubble' – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the latter case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff will be trained on the use of PPE should it be needed.

b) Response to any infection

i) Schools will engage with the NHS Test and Trace process

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- 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 and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

All schools should have a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should 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 keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

ii) Schools will follow the guidance in managing confirmed cases of coronavirus

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must 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. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

*NB This is not the case where parents have consented to pupils participating in serial testing. In this case pupils will be tested daily for 7 days. They will remain in school if the test is negative and be sent home if positive.

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (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.)

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

iii) Schools will look to contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

c) Transport

i) Dedicated school transport, including statutory provision

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

ii) Wider public transport

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'. Should refer to the safer travel guidance for passengers.

d) Other issues

Attendance

During a lockdown period, where schools are only open to key workers and those of vulnerable children, school attendance to those small number of children is not mandatory. All other children will receive remote learning.

During periods of time outside of the above scenario, school is not optional and attendance will be mandatory. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;

- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

When the school is open to all pupils, the majority of pupils, including those shielding will be able to return to school.

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Shielding advice should be followed for the appropriate tier or for any lockdown period.
- Those who have family members who are shielding can attend school.
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

Staff who are clinically vulnerable or extremely clinically vulnerable

Advice for clinically vulnerable or extremely clinically vulnerable staff should be followed for the appropriate tier or for any lockdown period.

Where staff are not required to shield, the Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Individual risk assessment should be discussed and implemented with necessary staff and regularly reviewed. Please seek HR advice when necessary. Those in the most at-risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Educational visits

Overnight and overseas educational visits will not be taking place.

When the government allows school to do so, they may offer non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

School uniform

Schools will have their usual uniform policies. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures. Schools may ask pupils to attend school in their PE kits (on necessary PE session days), to reduce risks in changing areas and additional items from home coming into school.

Specific curriculum provision and extra-curricular provision

Schools will work towards operating their breakfast and after-school provision, where this is possible, was previously in place and in line with government advice. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

Contingency planning for outbreaks

Process in the event of local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

Contingency plans for outbreaks

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

a) Premises/ Health and Safety

	Risk	Countermeasure	By whom?	By when?
1	Increased contact in congested toilet areas	<ul style="list-style-type: none"> • Plan for member of staff in a supervisory position in the toilet areas. Walkie talkie system to support use • Each year group 'bubble' has a designated toilet area • Yr 5 & Yr 8 have own toilets; Yr 6 & Yr 7 share 	Duty staff	Daily
2	Pupil or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> • Providing PPE for staff member supervising pupil (PM to supervise outside, RCJ backup). Additional PPE sourced, as well as replacement PPE/visors • Designated suspected COVID isolation area is outside Rm 16, separate to normal first aid room (Rm 16) • Enhanced clean of isolation areas and areas staff member or pupil had contact with • Refer to guidance on communicating with staff and parents • Information provided about testing procedure • Request to be informed of test outcome • If a test is positive, follow guidance about isolation 	IK/MS Vertas	As needed As needed

3	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> • Frequent communication • Clear expectations on arrangements and procedures if a child shows symptoms • Opportunity for parents to share concerns • Coordinated message across local schools • Information on procedures in schools sent out prior to the start of term (letter) • Explain measure being taken to adapt the school's operations • Risk assessment updated as required and published on school website 	<p>SLT</p> <p>IK/BJ</p> <p>MA</p>	<p>As needed</p> <p>09/2020 & 01/2021</p> <p>As required</p>
4	Congestion at start and end of day	<ul style="list-style-type: none"> • Stagger drop offs and pick ups (KS2 08:30 to 08:40; KS3 08:40 to 08:50) • Pupils walk or cycle where possible • One parent max • Limiting contact between parents and staff (3 staff on duty, one at end of each access path) • Pupils directed to enter building immediately via designated door • From door, pupils directed straight to classroom to sanitise hands • Staff on duty in each room to oversee • Drop off / collection station 	<p>SLT</p> <p>SLT & parents</p> <p>SLT</p> <p>Duty staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

		<ul style="list-style-type: none"> Staggered end times (KS2 15:30; KS3 15:35) 		
5	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> Keep doors open Doors to rooms using air conditioning must be kept closed (except ICT room to allow ventilation from courtyard across the corridor). Hands must be sanitised before leaving and after entering to mitigate risk of spreading infection 	PM cut wedges	Prior to opening
6	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> Fire drill routine reconsidered and shared with all, then practised as soon as is practicable 	MA	First day 11:30
7	Cleaning	<ul style="list-style-type: none"> Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity Employ additional full-time cleaner for cleaning throughout the day Cleaners to tour school repeatedly during the day to carry out routine cleaning Cleaners who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time Hire additional cleaning hours Desks and chairs sanitised at end of each lesson to allow pupils to move rooms for sets (maths, English etc) – 	IK/Vertas BJ IK/Unity	Prior to opening From 10 November

		teacher/LSA sprays and pupil wipes area down		
8	Cross contamination in shared spaces	<ul style="list-style-type: none"> • Protocol for students – hand sanitisation and respiratory hygiene (catch it, bin it, kill it) • Regular cleaning • Communicate with parents to reinforce expectations • Pupils wear PE kit on days they have PE lessons (so changing rooms do not have to be used) • Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management (ICT room used as additional staff room and limited use of Library) 	SLT to monitor	Daily
9	Parents send children who are unwell to school	<ul style="list-style-type: none"> • Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms • Child isolated/sent home • Pupils must not be sent to school if displaying any Covid main symptoms • Pupils feeling ill with other symptoms should be treated as before the pandemic • See also 'Covid 19 Related Absence from school – a quick guide for parents' (sent to parents 16/09/20) 	SLT	Prior to opening & as needed

10	Parents not aware of testing protocols	<ul style="list-style-type: none"> • Communication planning and protocols regularly 	SLT	Prior to opening & as needed
11	Safety around facemasks	<ul style="list-style-type: none"> • All pupils are expected to wear facemasks in communal areas. It is the responsibility of all staff to ensure this happens. Spare masks are provided in each classroom • Y7 & Y8 pupils are expected to wear facemasks in classrooms (unless exempt) • Y5 & Y6 pupils are encouraged to wear facemasks in classrooms • Y7 & Y8 pupils must & Y5 & Y6 pupils should wear face coverings when travelling to school on public or school transport • Pupils and staff working in corridors must wear facemasks • All staff must wear masks in communal areas (including staff rooms and offices) • All staff must wear facemasks in the classroom (visors may also be worn in addition to this) • Review as guidance and need changes 	All staff & pupils	Daily
12	Classrooms have resources that do not need to be present with adjusted curriculum, but gets handled by pupils	<ul style="list-style-type: none"> • Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has 	All staff	July/Sept PD Days

		been removed from where to where for future return		
13	Children arrive by bus / minibus	<ul style="list-style-type: none"> • Pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school • Use hand sanitiser upon boarding and/or disembarking • Additional cleaning of vehicles • Organise queuing and boarding where possible • Increase distancing within vehicles wherever possible • Face coverings to be worn by all pupils on school or public transport • Pupils line up in year group lines as per their 'bubbles' • Face covering provided for minibus drivers 	Trust minibus drivers & SLT to monitor	Daily
14	Unable to maintain social distancing whilst carrying out first aid	<ul style="list-style-type: none"> • Appropriate CPD and PPE provided for all First Aid trained staff 	SLT First Aid trained staff	July/Sept PD Days & as needed
15	Providing school meals to pupils safely	<ul style="list-style-type: none"> • Kitchens will be fully open to provide food to all pupils who want it, including for those eligible for benefits-related free school meals • School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19) 	Vertas	Daily

		<ul style="list-style-type: none"> • Food delivered to classrooms (pre-ordered hot food in individual disposable containers) • All pupils eat at desk • Desks cleaned when lunch finished 	MDS	Daily
16	Necessary checks before opening	<ul style="list-style-type: none"> • School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period. 	SLT & Caretaker	Prior to opening
17	Congestion using bike racks	<ul style="list-style-type: none"> • Pupils are advised to use the racks one at a time (supervised by duty staff) • Pupils use same rack each day where possible 	Duty staff to monitor	Daily
18	Travel	<ul style="list-style-type: none"> • Parents are encouraged to only travel with members of the same 'class or year group 'bubble' 	SLT to inform	Prior to opening
19	Congestion at lockers	<ul style="list-style-type: none"> • Pupil lockers not to be used • Staff encouraged not to use their lockers if possible (only bring essentials to school) 	All staff to monitor	Daily
20	Congestion/cross contamination at break times	<ul style="list-style-type: none"> • Staggered Key Stage break times • Social distancing measures in place where possible 	SLT & duty staff	Daily

		<ul style="list-style-type: none"> • Specific areas allocated to each year group 'bubble' • Food Tech room & ICT room to be used as additional staff room areas (staff allocated to a staff room) • Staff not to share food or make drinks for each other 		
21	Congestion/cross contamination at lunch time	<ul style="list-style-type: none"> • Pupils have lunch delivered to classroom and eat at desk (including hot meals in disposable containers) • Sanitise hands before and after eating • Staggered Key Stage lunch times • Rooms cleaned during lunch period • Food Tech room & ICT room to be used as additional staff room areas • Staff not to share food or make drinks for each other 	Vertas & MDS	Daily
22	General hygiene	<ul style="list-style-type: none"> • Sanitise hands frequently (entry, breaks, before & after lunch, after toilet) • Pupils and staff sanitise hands before entering or leaving a classroom (hand gel on stool outside each room) • Spray sanitizer and hand sanitizer in each class room • Staff sanitize their hands after using the spray 	All staff to monitor	Daily

		<ul style="list-style-type: none"> • Desks and chairs sanitised at end of each lesson to allow pupils to move rooms for sets (maths, English etc) – teacher/LSA sprays and pupil wipes area down • Staff wipe down teacher area of classroom at start and end of lesson • Soap dispensers need filling up regularly • Respiratory hygiene - tissues in each room, Catch-it, Kill it, Bin it - use red-top bins, then double bagged at end of the day - posters displayed in each room • Reminders to reduce touching face - eyes, nose etc • SLT to deliver year group assemblies with reminders of general hygiene 		
23	Risk of spread of infection through classroom cooling systems	<ul style="list-style-type: none"> • The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation (HSE) • WMS systems are 'isolated' systems and can be used provided that there is adequate ventilation from external source • In ICT room, external ventilation will be provided by 	SLT	Daily

		<p>opening the window and door to the courtyard opposite and keeping the ICT room doors open</p> <ul style="list-style-type: none"> • If the door to an air conditioned room is closed, hands must be sanitised before and after opening the door to leave or enter the room 		
24	Increased risk of infection in enclosed space	<ul style="list-style-type: none"> • All classroom doors and windows open for through ventilation (music practice rooms will only have the window open as there will be less persons per square metre. Screens are also in place) • 5 minute gap between pupils leaving and new group entering a classroom where there is no natural break between lessons • Pupils and staff go outside regularly • No 'live' assemblies – all assemblies to be virtual 		
25	Visitors bring infection into school	<ul style="list-style-type: none"> • All visitors must wear face masks when entering the building • Visitors only allowed in classrooms by prior agreement and must stay within the teacher exclusion zone or in doorway 	All visitors	Daily

		<ul style="list-style-type: none"> Contact details of visitors to be obtained and kept for 21 days then shredded 		
26	Increased risk through out of hours lettings	<ul style="list-style-type: none"> Organisations to follow our Risk Assessment with regards to general hygiene and cleaning Rigorous cleaning of all areas & equipment used with antibacterial cleaning products at end of letting Provide own Risk Assessment to be agreed by Westley SLT No out of hours lettings during 'lockdown' 		
27	Pupil is extremely clinically vulnerable or lives with family members who are extremely clinically vulnerable	<ul style="list-style-type: none"> Individual risk assessment offered 	BJ	From November
28	Movement around school	<ul style="list-style-type: none"> Kept to a minimum entry/exit via designated doors: if room has external door (Lab A, 12, 14, 17 & food Tech) it must be used - staff to direct pupils between lessons single file on the left (corridors now have a central line) 		
29	Returning pupils bring infection into school	<ul style="list-style-type: none"> Y7 & 8 pupils tested 4 times (3 at school , 1 at home) during w/c 8 march and 15 March 	Testing team	W/c 8 March & 15 March

b) Staffing/HR and capacity

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> Contingency plans communicated to parents similar to 'snow days' 	SLT	As needed
2	Unable to staff provision of breaks/lunch for teaching staff	<ul style="list-style-type: none"> Arrangements for wet breaks ensuring a break for staff and pupils but maintaining minimal contact SLT cover break duties where needed 	SLT	As needed
3	Staff not confident they will be safe	<ul style="list-style-type: none"> Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance Specific training for cleaning staff on infection control Trust bank of risk assessments to support these decisions Each staff meeting has time allocated for staff to be given CPD on personal safety Staff meetings of more than 6 persons will be 'virtual' Staff meetings of up to 6 persons can be held 'live' as long as all staff are 2m distanced and wearing masks. Masks can only be removed when addressing the group Opportunity for feedback of any concerns via HoY (SLT & HoY meet each morning) 	SLT	As needed

		<ul style="list-style-type: none"> • Trust well being line available • FAQs from trust for staff • Staff exclusion zone at front of each classroom • Teachers must stay 2m away from pupils whenever possible and certainly for the majority of a lesson. Teachers are only allowed closer to a pupil (and no closer than 1m) for a maximum of 1 minute at a time due to teachers moving across 'bubbles' • Staff only approach pupils in classroom if absolutely necessary (from behind, talking over pupil's head) • LSA's can be within 2m (but no closer than 1m) using the '1m plus' mitigations due to LSA's not moving across 'bubbles' • Behaviour policy adapted to new requirements to consolidate guidelines • Parents and pupils informed of changes • Induction on new protocols to reassure on how risks are being managed to protect staff • Constant reminder of trust wellbeing scheme and other support available including occupational health • Virtual support session on 15 July 2020 		<p>Wednesday 15 July 2020</p>
--	--	--	--	-------------------------------

		<p>https://us02web.zoom.us/j/85636231516?pwd=SnZXRFhJODJtenp0dmRJeVhiTjVuUT09</p> <ul style="list-style-type: none"> • Staff to maintain strict social distancing (including from each other) and good hand hygiene at all times • LSAs to only work within one bubble and with up to a maximum of 10 pupils within that bubble • LSAs can work with pupils in the classroom beyond the 2m exclusion zone provided that they feel comfortable doing so (they are not obliged to do so) • Pupils working with LSAs must be positioned at the end of rows to make access easier • When working with pupils in the classroom, LSAs should be encouraged to move from pupil to pupil periodically 		
4	<p>Infection enters the school site</p> <p>Health Protection Team: 0300 303 8537</p>	<ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • Contain any outbreak by following local health protection team advice • Manage confirmed cases of coronavirus (COVID-19) amongst the school community 	SLT	As needed
5	Staff not aware of testing protocols	<ul style="list-style-type: none"> • Communication planning • Remind staff of self-referral testing process and employer testing referral process 	SLT	July/Sept PD Days & as needed

		<ul style="list-style-type: none"> • Test results of family members to be communicated to school leadership 		
6	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> • Clear protocols for staff breaks / times / rooms / refreshments / toilets • Refreshments and catering equipment provided for each staff break room • Staff allocated to designated staff rooms 	SLT MS	Daily As needed
7	Staff sharing equipment	<ul style="list-style-type: none"> • No shared equipment for staff where possible • Rigorous cleaning of shared equipment • Protocols around usage of shared equipment such as photocopying • Regular cleaning of equipment between home and school such as laptops 		As needed
8	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> • Short-term: Re-allocate key duties during period of illness • Medium-term: ask for support from USP to provide additional leadership capacity & identify staff who are able to 'step-up' if required (HoY) 	SLT	As needed
9	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> • Adjust current priorities to focus on re-establishing the school's core business • COVID recovery plan • Adjust priorities termly 	SLT IK	Prior to opening & as needed Sept 2020

		<ul style="list-style-type: none"> Seek support from the Trust for identified areas of concern/ weakness 		
10	Induction for staff	<ul style="list-style-type: none"> Induction for new staff on all policies and procedures, if this has not already taken place as new protocols Induction in new protocols for all staff who haven't been working during the closure period 	PM	July/Sept PD Days & as needed
11	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> Work through calendar of events and make decisions on practicalities 	SLT	Prior to opening
12	Staffing for before and after school clubs	<ul style="list-style-type: none"> Where possible, keep children in bubbles within the breakfast and after school clubs Staff to maintain distance from children 	Duty staff	Daily
13	Unable to provide lunch supervision particularly for 1-1 pupils	<ul style="list-style-type: none"> Maintain bubbles outside but supervise using alternative staff maintaining social distance (use current Yr 8 courtyard) Risk assessment for each child in this category to review provision 	SLT & MDS	As needed
14	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> We expect employees to make arrangements as normal 	SLT to monitor	As needed
15	Staff who are in work but have household members shielding, are able to maintain stringent social distancing	<ul style="list-style-type: none"> Workplace risk assessments are in place and regularly monitored/reviewed Follow COVID 19 guidance for all educational settings Individual cases discussed with SLT Exclusion zones in classrooms 	SLT IK	As needed

16	Pregnant members of staff	<ul style="list-style-type: none"> Should attend school but discuss any issues/concerns with SLT 	Staff & SLT	As needed
17	Cross contamination of activity shed equipment	<ul style="list-style-type: none"> Activity shed equipment unavailable 	SLT give notice	Daily

c) Curriculum

	Risk	Countermeasure	By whom?	By when?
1	School equipment spreads infection	<ul style="list-style-type: none"> • Staff and pupils have their own items that are not shared • Classroom based resources, such as books and games, can now be used and shared within the bubble; they will be cleaned after each use, along with all frequently touched surfaces • Resources that are shared between classes or bubbles, such as sports, art and science equipment will 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 • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed • Pupils and teachers can take books and other shared resources home, although 	All staff to monitor	Daily

		unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources		
2	Children not in school miss out on education	<ul style="list-style-type: none"> • Use of OAK or similar provision • Trust approach to support this 	SLT All staff	As needed
3	Unable to deliver the full curriculum	<ul style="list-style-type: none"> • Expectation that full curriculum will be covered where possible 	SLT timetable	Prior to opening
4	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> • Use PIXL or similar packages to close gaps in English and maths • Subject leaders analyse lost learning and potential impact on cyclical curriculum • Adjust wider curriculum plans to accommodate lost areas of learning 	SLT & HoD	Daily
5	Lack of assessment for learning	<ul style="list-style-type: none"> • Maximise use of all PIXL and GL assessments • Use pre/post assessment tools to provide gap analysis • Use subject team meetings across school to monitor children's progress 	SLT & HoD	Daily
6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> • PSHE Days on return • School will support: <ul style="list-style-type: none"> - the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to 	All staff	As needed

		<p>coronavirus</p> <p>- support pupils with approaches to improving their physical and mental wellbeing</p>		
7	Library	<ul style="list-style-type: none"> • One day per week allocated to each year group • Pupils and staff to sanitise hands on entry/exit • All surfaces rigorously cleaned at the end of the day • Returned books 'quarantined' for 3 full days before being put back on shelf 	All staff and pupils	
8	Increased risk of contamination in practical subjects	<ul style="list-style-type: none"> • Practical subjects to have specific risk assessments (PE, Art, Music, DT, Science) • PE to follow sport specific governing body guidelines • Any sports not on the list must have their own specific risk assessment 		

d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?	By when?
1	Children aren't clear on school routines	<ul style="list-style-type: none"> • Induction/practical training for staff/parents/children • Clear system for any accepted movement around the building including one-way systems with clear signage / marking with tape; designated entry/exit doors • Assemblies from SLT 	SLT	Prior to opening
2	Children don't follow hygiene rules	<ul style="list-style-type: none"> • Regular and repeating notices/training/ assemblies (in small group) using technology where possible for staff (one pre-recorded video to be used when needed?), children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment 	SLT	Weekly in assembly
3	Children require additional support to follow these measures	<ul style="list-style-type: none"> • Work with parents by phone 	SLT	As needed
4	Effect of insufficient transition activities during the summer term	<ul style="list-style-type: none"> • Staggered starts when school re-opens (Yr 5 extra day) • Highlight known vulnerable/anxious pupils and put support in place 	SLT	As needed
5	Behaviours for learning takes time to establish and are challenged by some pupils	<ul style="list-style-type: none"> • Clarify Behaviour Policy • Run a whole-school project for children and teachers to 're-connect' • PSHE days on return 	SLT, HoY & form tutors	Prior to opening & as needed

		<ul style="list-style-type: none"> Adjusted class compositions, if necessary, for September, to create a better balance Use virtual assemblies and 'bubble' assemblies to re-establish the school's rules/codes etc. Re-establish expectations and the principles of learning that the school has already in place 		
6	Attendance is poor	<ul style="list-style-type: none"> Remind and work with parents/ carers to quickly re-establish good attendance habits Follow attendance Policy Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection 	SLT	As needed
7	Returning to an unfamiliar setting causes anxiety for pupils	<ul style="list-style-type: none"> Send out photos, books, social stories in advance 	SLT, HoY & form tutors	Prior to opening
8	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	<ul style="list-style-type: none"> Staff allocated according to relationships thereby reducing potential for risk Clear expectations – work with families and trust if pupil unable to comply Follow physical restraint/contact protocols 	All staff	As needed
9	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> Whole staff safeguarding training Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them 	PM & DSL team	Sept PD Day & as needed

		<ul style="list-style-type: none"> • The trust has revised the recommended child protection policy to reflect the return of more pupils • Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate 		
10	Pupils return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none"> • Ensure staff are aware of sources of help and resources available 	SLT KT	Sept PD Day

e) Vulnerable children (SEND/LAC)

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> Some pupils with SEND (whether with EHCP or on SEN support) will need specific help and preparation for the changes to routine that this will involve, SEND Co, LSAs & teachers should plan to meet these needs, for example using social stories 	RCJ, all staff, LSAs	Prior to opening
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> Late August briefing of trauma session for use at September PD day 	SLT LB ET	Sept PD Day