

## Coronavirus Risk Assessment and Outbreak Management Plan - Autumn Term 2021

Risk/Level of Risk	Priorities	Controls	Responsibilities
<b>1. The Spreading of Germs/Contamination within the School Premises</b>  <b>Level of Risk - High</b>	<b>1.1 Communications.</b>	<ul style="list-style-type: none"> <li>• Install/maintain sufficient signage, update the school's website, issue letters, conduct regular school assemblies and staff meetings and in order to communicate reminders and ensure and all members of the school community and visitors understand the importance of following school expectations and public health advice and are promptly kept informed about any changes in respect to:               <ul style="list-style-type: none"> <li>- Testing, self-isolation and the management of confirmed cases of COVID-19</li> <li>- Hand hygiene/washing routines</li> <li>- Respiratory hygiene such as 'catch it, bin it, kill it'</li> <li>- Drop-off and pick-up routines</li> <li>- Maintaining social distancing where practical and appropriate</li> <li>- Avoiding congregating at the school gates or playground areas at drop-off and pick-up times</li> <li>- Ensuring people with coronavirus symptoms do not enter the school premises</li> <li>- Implementing further temporary measures in response to any significant outbreaks of coronavirus in school i.e. where 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or where 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> </li> <li>• Liaise and seek advice from the Local Authority's Director of Public Health, Public Health England and/or the NHS in respect of agreeing any temporary measures in the case of a significant outbreak of coronavirus among members of the school community, and/or the emergence of a new variant and in supporting the NHS track and trace processes.</li> <li>• Ensure that all stakeholders understand that the school will seek to prioritise the ongoing education of the children and will only implement additional coronavirus measures as a last resort under, exceptional circumstances and/or according to <a href="#">Government guidance or direction</a>.</li> </ul>	Head of School Executive Headteacher
	<b>1.2 Preparing and managing the school environment.</b>	<ul style="list-style-type: none"> <li>• Complete a deep clean of the internal premises before the beginning of the Autumn Term.</li> <li>• Implement regular and rigorous cleaning routines. All areas being used to be thoroughly cleaned and work surfaces to be disinfected at the end of each day.</li> <li>• Monitor the quality of cleaning and adherence to agreed specifications and report any issues promptly to the School Leadership Team.</li> <li>• Dispose of cleaning items which cannot be reused e.g. gloves, cloths, mop heads etc into lidded or tied bins only.</li> <li>• Encourage the circulation of air within each designated area and classroom e.g. keeping doors and windows open where possible and undertaking learning activities in outdoor areas where practical and appropriate. Staff and pupils to be advised to wear warm clothing, especially during winter months.</li> <li>• Provide each phase with a sufficient supply of cleaning resources and Personal Protective Equipment (PPE), including hand gel, wipes, face masks, visors, plastic gloves and aprons.</li> <li>• Staff will be asked to limit the amount of close contact with colleagues, including in the staff room, where a maximum of 8 members of staff will be sitting at any one time. Staff meetings will be conducted either remotely or in larger ventilated areas such as the classrooms or the school hall.</li> </ul>	School Administrator Site Manager Teaching Staff
	<b>1.3. Implementing clear and safe routines for pupil drop-off and pick-up.</b>	<ul style="list-style-type: none"> <li>• Ensure that the school entrance and exit gates are fully operational and that walkways and playground areas are kept clear and tidy.</li> <li>• School gates to be opened at 0840 and classroom doors to be opened between 0840 and 0850.</li> <li>• School gates to be opened at 1510 in the afternoons and children to be released from class at 1515.</li> <li>• Nursery pick-up time at will be at 1200.</li> <li>• Parents/carers to be encouraged to maintain social distancing where possible, i.e. keeping 1+ metres apart from and avoid congregating having prolonged conversations with those outside their own family group, and to minimise the amount of time they spend on the premises.</li> <li>• Parents/carers to be encouraged to ensure that only one adult accompanies each child on the school premises and to allow their children to enter the classroom independently.</li> <li>• Parents/carers of children in Year 5 and 6 to be encouraged to allow their children to enter and leave the school premises independently where appropriate.</li> <li>• Provide sufficient staff supervision during drop-off and pick-out times in order to monitor routines, encourage adherence to school expectations and report any issues to the School's Leadership Team.</li> </ul>	School Administrator Site Manager Head of School

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<b>1. The spreading of germs/contamination within the School Premises</b>  <b>Risk Level - High</b>	<b>1.4 Implementing strict procedures and routines for hand and respiratory hygiene.</b>	<ul style="list-style-type: none"> <li>As a minimum all staff, pupils and visitors to the school will be expected to wash their hands thoroughly on arrival and before and after lunch and break times.</li> <li>Teachers and children to have easy access to tissues, bins and alcohol based hand gel.</li> <li>Teachers and children to follow 'catch it, bin it, kill' guidance in respect to using tissues and to be encouraged to cough or sneeze into their sleeve if tissues are not immediately accessible.</li> <li>Parents/carers to be encouraged to provide alcohol based hand gel for their children and to provide them with guidance and support to enable them to use the gel independently and effectively.</li> <li>Teachers to regularly remind children of the importance of respiratory hygiene and washing hands and provide guidance in respect of ensuring children understand how to wash their hands thoroughly.</li> </ul>	Teaching Staff Site Manager School Administrator School Receptionist
	<b>1.5 Managing lunchtimes</b>	<ul style="list-style-type: none"> <li>Time spent eating lunches will be staggered for Reception, Key Stage 1, Lower and Upper Key Stage 2 respectfully and tables will be thoroughly cleaned between sittings. Children in Reception will eat in the community lounge.</li> <li>Children with packed lunches will eat them either in the dining hall or within designated outdoor area, weather permitting.</li> <li>Pupil's lunch boxes, water bottles etc to be kept in the classroom. Teachers to implement a strict policy of no touching of other children's property including food.</li> <li>Any excess, unwanted food and packaging to be disposed of immediately after finishing eating in a designated bin.</li> </ul>	School Administrator Teaching Staff Site Manager SMSAs Kitchen Staff
	<b>1.6 Use of Personal Protective Equipment (PPE) and face coverings</b>	<ul style="list-style-type: none"> <li>Personal protective equipment (PPE) and face coverings will be made available for staff. This will include face masks including transparent visors, aprons and gloves. Typically, this will only be used if they need to support a child who has developed symptoms i.e. high temperature, a new, continuous cough and a loss or change to the sense of smell or taste.</li> <li>Staff will be expected to use a face covering (unless exempt) when using public transport to travel to and from school.</li> <li>Non-washable/cleanable PPE items will be disposed of immediately after use in a designated bins.</li> <li>It is not necessary for staff or pupils to wear a face covering on the school premises, however no individual will be challenged or actively discouraged if they choose to do so.</li> <li>Staff working closely with pupils whose Special Educational Need/Disability may increase the risk of transmission e.g. a child who has a tendency to spit, will be encouraged to consider using a face covering for additional protection.</li> <li>Adult visitors to the school will be encouraged to wear a face covering inside the premises, especially when in enclosed or crowded spaces or when coming contact with people that do not normally meet.</li> </ul>	Head of School School Administrator Site Manager First Aiders
	<b>1.7 Managing pupils, staff and visitors who shows signs of being symptomatic of COVID-19 and those who receive a positive test.</b>	<ul style="list-style-type: none"> <li>In accordance with Government guidance, all members of staff will be provided with non-systematic Lateral Flow Device (LFD) testing kits and will be expected to administer the test and register the result twice each week.</li> </ul> <p>Where a member of pupil, member of staff or visitor shows signs being symptomatic of COVID-19 i.e. are experiencing a high temperature, a new, continuous cough and a loss or change to their sense of smell or taste, or receives a positive Polymerase Chain Reaction (PCR) test result, the following actions will be implemented:</p> <ul style="list-style-type: none"> <li>Immediate isolation of the individual to the designated welfare space. First aider in attendance to wear appropriate PPE whilst with dealing with the affected person.</li> <li>Use of thermal thermometer to check temperatures.</li> <li>The parent/carer or next of kin to be contacted and advised to arrange pick up the individual concerned as soon as possible.</li> <li>The pupil's parent/carer, staff member or visitor concerned to be asked to obtain a PCR test as soon as possible e.g. by using the link <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a> and to self-isolate pending the outcome of the test. The parent/carer, staff member or visitor must be asked to contact the school and share the test result as soon as it has been received.</li> </ul> <p>In the event of a positive PCR test the school will:</p> <ul style="list-style-type: none"> <li>Support the relevant parent/carer, member of staff or visitor in respect of identifying any close contacts within the school and encouraging them to book a PCR test.</li> <li>In the case of a member of staff testing positive, the school will contact the NHS Self Isolation Service Hub on 020 3743 6715 using the 8-digit NHS Track and Trace Code of the individual concerned to support the NHS Track and Trace processes using the telephone number.</li> <li>Use Google Classroom platform to provide remote comprehensive home learning opportunities for pupils who are isolating, on line lessons will best match the curriculum and learning in the classroom.</li> </ul>	Head of School School Administrator Teaching Staff

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<b>1. The spreading of germs/contamination within the School Premises</b>  <b>Risk Level - High</b>	<b>1.8 Promoting positive pupil behaviour</b>	<ul style="list-style-type: none"> <li>• Review the School's Behaviour Management Policy ensure the inclusion of an addendum to cover specific to the coronavirus outbreak e.g. social distancing, personal hygiene, use of equipment etc.</li> <li>• Guide, support and monitoring staff in respect to the implementation of the policy and the use of appropriate sanctions for pupils who struggle to conform.</li> <li>• Provide individual Risk Assessments for pupils who are vulnerable to experiencing more serious behavioural issues which may require positive handling strategies by staff.</li> </ul>	Head of School Assistant Head of School Executive Headteacher Class Teachers
	<b>1.9 Additional measures</b>	<ul style="list-style-type: none"> <li>• Ensure that the additional vulnerability of individuals and groups e.g. those with medical conditions which categorise the person as being extremely clinically vulnerable or clinically vulnerable, those over 70 years of age, those who are pregnant those from Black, Asian and Minority Ethnic backgrounds are considered and highlighted. In the case of pupils or staff who were previously shielding, this will include the implementation of an individual risk assessment.</li> <li>• Take details of visitors to the school in order that Track and Trace information can be easily shared if necessary.</li> <li>• Undertake regular half-termly reviews of review of Risk Assessment, procedures, routines and implement any changes in regard to DFE and Government guidance as and when required.</li> <li>• Ensure that through Risk Assessments for educational trips and visits include measures to promote COVID safe environments.</li> </ul>	Head of School Executive Headteacher
<b>Coronavirus Outbreak Management Plan</b>			
<b>2. Responding to a significant outbreak of coronavirus within the school, the local community or the emergence of a concerning new variant</b>	<b>2.1 Implementing the Coronavirus Outbreak Management Plan</b>	Implement emergency further temporary measures according to <a href="#">Government guidance</a> and in liaison with the Local Authority's Director of Public Health, which may include the reintroduction of some or all of the following: <ul style="list-style-type: none"> <li>• Increase the window of time and implement a one-way system for dropping-off and picking-up children.</li> <li>• Expect all parents/carers and visitors to the school to wear face coverings when on school premises, unless exempt from doing so.</li> <li>• Expect all staff to wear face coverings when moving around the school and visiting areas outside their designated areas, unless exempt from doing so.</li> <li>• Separate pupils into Bubbles with designated areas inside and outside and implement staggered times for lunch time and break times to help avoid the mixing of pupils from different Bubbles.</li> <li>• Encourage children to socially distance from specialist teachers during music, French and PE lessons.</li> <li>• In PE, avoid team Games involving close contact and teach lessons outside whenever possible. If the hall is needed, this will be well ventilated and the lessons will avoid any vigorous cardio activity.</li> <li>• Restrict staff and pupil movement around the school and provide sufficient resources and equipment to enable them to function and takes breaks within their designated learning area.</li> <li>• Remove equipment and resources which are difficult to keep clean e.g. soft toys, dress-ups, cushions etc.</li> <li>• Further limit the number of staff members in the staff room at any one time to a maximum of 4 or close access completely.</li> <li>• Restrict car sharing among staff when travelling to and from school unless exceptional circumstances apply and then only in accordance with strict published guidance.</li> <li>• Provide opportunities for staff categorised as extremely clinically vulnerable to work from home.</li> <li>• Encourage the use of pupil self-assessment and whole class marking where appropriate in order to reduce the necessity for the teachers to handle books.</li> <li>• Limit the number of children attending school. This will include strict adherence to the law and DFE guidance in regard to granting permission for children of critical/key workers to attend school when the parents/carers have no other reasonable child care options to enable them to keep working.</li> <li>• Implement a rigorous programme for remote home learning through Google Classroom platform which best matches the planned school curriculum and includes a mixture of recorded and live lessons.</li> <li>• Provide access to internet and laptop computers for eligible pupils.</li> <li>• Restrict or suspend extra-curricular after school clubs and activities.</li> <li>• Restrict numbers of children attending breakfast club and aftercare provision.</li> <li>• Postpone or cancel educational trips and visits.</li> <li>• Liaise with the Local Authority to provide meal vouchers for pupils eligible for Free School Meals who are required to learn remotely.</li> </ul>	Head of School Assistant Head of School Executive Headteacher School Administrator Teaching Staff

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<p><b>3. Pupils being subjected to emotional and physical abuse as a result of lockdown restrictions</b></p> <p><b>Level of Risk - High</b></p>	<ul style="list-style-type: none"> <li>Revise Child Protection and Safeguarding Policy in accordance with guidance RE: coronavirus safety measures and communicate changes to relevant stakeholders and implement related actions accordingly.</li> <li>Ensure all members of staff and relevant stakeholders are fully aware of any changes to the guidance and/or legislation contained within the DFE documents:               <ul style="list-style-type: none"> <li><a href="#">Keeping Children Safe in Education</a></li> <li><a href="#">Working together to Safeguard Children</a></li> <li><a href="#">EYFS Statutory Framework</a></li> </ul> </li> </ul>	<p>Head of School</p>
<p><b>4. Pupils and their families experiencing emotional trauma as a result of the coronavirus outbreak and lockdown restrictions e.g. those who have suffered bereavement</b></p> <p><b>Level of Risk - Medium</b></p>	<ul style="list-style-type: none"> <li>Teachers to liaise with line managers and senior leaders to agree any support that could be offered to families experiencing significant challenges e.g. managing learning expectations, signposting other relevant agencies depending on the circumstances e.g. bereavement counselling, social stories to help manage anxieties.</li> <li>Provide guidance to parents/carers and children in respect to maintaining emotional well-being including links to online resources via the website.</li> <li>Teachers to keep in regular direct contact with pupils and families experiencing significant issues i.e. at least once a week.</li> <li>Vulnerable pupils to be designated to a trained Emotional Literacy Support Assistant (ELSA) where appropriate.</li> </ul>	<p>Head of School Assistant Head of School Teaching Staff</p>
<p><b>5. Pupils falling behind in learning as result of the impact of lockdown restrictions</b></p> <p><b>Level of Risk - Medium</b></p>	<ul style="list-style-type: none"> <li>Teachers to use ongoing assessment strategies and communication with pupils and families to identify the needs of pupils who may have struggled to engage with home learning during lockdown period.</li> <li>Teachers to adapt learning activities and expectations to help to encourage and meet the needs of pupils who are vulnerable to falling behind.</li> <li>Leadership Team to implement, oversee and monitor specific 'catch-up' learning programmes where appropriate. This will include provision for sessions before school.</li> <li>Teachers to engage with the parents/carers of pupils who have fallen behind to help ensure that they we are working in partnership and to establish a joint commitment to help improve rates of progress in learning and reduce the risk of underachievement.</li> <li>School to engage with relevant pupil tutoring catch-up initiatives and guidance from the Department for Education (DFE).</li> <li>Ensure that the school does its utmost to encourage and accommodate all vulnerable pupils to attend school during times when national and local lock down measures are in place.</li> </ul>	<p>Head of School Class Teachers</p>
<p><b>6. Staff experiencing emotional trauma as a result of the coronavirus outbreak and lockdown restrictions e.g. those who have suffered bereavement</b></p> <p><b>Level of Risk - Medium</b></p>	<ul style="list-style-type: none"> <li>Staff to be given regular opportunities to communicate with school leaders and one another and share their concerns and anxieties and to make contributions towards the development and revision of strategic plans.</li> <li>Provide guidance to staff on maintaining emotional well-being and signpost links to online resources.</li> <li>Ensure that reasonable adjustments are made in respect to job roles and responsibilities in light of any difficulties a staff member may be experiencing.</li> <li>Provide regular updates and allocate a reasonable number of tasks and use feedback to help all members of staff feel supported and valued.</li> </ul>	<p>Head of School Assistant Head of School</p>