

CIT COVID RISK ASSESSMENT – Mainstream Primary Academies

Covid 19 Risk Assessment to support the return of all pupils in September 2020

Objective: To ensure safety of staff and pupils

Date completed: 5th July 2020

Reviewed by Director of Education

Government guidance source:

- Guidance for Full Opening – Schools <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for Full Opening: Special Schools and other Specialist Settings <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Guidance for Schools: Coronavirus https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=aa90ae5c-050a-4451-9e64-656e88397bea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- Guidance for Food Businesses on Coronavirus [guidance for food businesses on coronavirus \(COVID-19\)](#)

Government requirement: ‘Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning 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 potential for contamination so far as is reasonably practicable’

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to



enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Key for RAG Rating:

| | |
|--|---|
| | Risk not mitigated - unable to follow guidance or implement adequate controls |
| | Risk partially mitigated – some actions outstanding |
| | Risk mitigated – adequate controls in place and guidance followed |

The headteacher must have read the guidance stated above and must ensure that all elements of the guidance are adhered to. Should the school need to diverge from the guidance then it must be recorded in this risk assessment in order that the Trustees can approve the mitigation or ask that additional measures are taken.

| Guidance Requirements | Hazards | How might people be harmed | Controls/measures in place | Actions needed | Status |
|---|---------------------------|--------------------------------|---|---|--------|
| Prevention | | | | | |
| 1) 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 | | | | | |
| Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households) | COVID brought into school | COVID spread Bubbles closed | Signage in school reception Letter(s) to all stakeholders to include: <ul style="list-style-type: none"> • Attendance expectations (all children to attend unless shielding under new August regulations) • Uniform expectations (children to wear uniform as normal – clean more regularly) | Signs are in school reception and on COVID notice board regarding access to test 10.7.2020 School COVID poster displayed and referred to when visitors enter. 10.7.2020 First day phone calls always occur. | |

| | | | | | |
|---|----------------------------|---------------------|---|---|--|
| with possible coronavirus infection) | | | <ul style="list-style-type: none"> Curriculum adaptations Transport expectations (walk and cycle where possible, maintain distance if transported, let school know of use of taxis etc) Staggering for dropping off and picking up Parents/carers visits to the school (appointment only first two weeks) <p>Agree frequency of communication with DoE</p> <p>Site manager/admin to liaise with visitors and/or contractors</p> <p>Social Media to be used to reinforce message and communicate to harder to reach families</p> <p>First day response phone calls to check why children are off and take relevant action within school should potential covid case be apparent</p> <p>Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms</p> | <p>Contractors sign to say they have understood the COVID-19 protocols in place – on going.</p> <p>Reopening letter issued to all stakeholders by 17.7.2020 – on website, referenced on Social Media too.</p> <p>Details of protocols, routines etc from reopening letter that children need to be aware of are shared on their return to school by class teachers.</p> <p>Minimum of weekly contact with Director of Education from 1.9.2020</p> <p>Currently no use of school transport and no awareness of intended use of school transport.</p> | |
| 2. Clean hands thoroughly more often than usual. | | | | | |
| Is school ensuring that that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms | Covid spread within school | Cross contamination | Hand sanitisers are in place (additional units deliver July 2020). Additional hand sanitisers are present for areas where potential sink issues following contact (near playgrounds/on playground...) | <p>Hand sanitiser at front entrance for visitors.</p> <p>Hand sanitiser to be used by children leaving the hall</p> | |

| | | | | | |
|--|----------------------------|---------------------|---|--|--|
| and other learning environments | | | Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use | <p>Children wash their hands on return to the class room.</p> <p>Hand sanitiser (bottles) available in all classrooms</p> <p>Y4 hand sanitiser station to ensure sink not shared.</p> <p>Site manager checks level of hand washing products as part of daily checks.</p> | |
| Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly? [Review the guidance on hand cleaning] | Covid spread within school | Cross contamination | <p>In place and factored into the routine of the day with staff supporting pupils where needed</p> <p>Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival</p> <p>Paper towels available to ensure hands are dried thoroughly.</p> | <p>Hand washing facilities are available in each classroom and hand sanitiser units are placed where there is not access.</p> <p>Children wash hands on entering the room.</p> <p>Teachers instil age appropriate technique for group washing hands at hand washing times.</p> | |
| Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing | Covid spread within school | Cross contamination | <p>In place and factored into the routine of the day with staff supporting pupils where needed</p> <p>Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment</p> <p>Visuals in class to support pupils understanding along with posters around school</p> | <p>Hand washing takes place as all children enter the classroom at each point.</p> <p>Sanitiser is used after eating lunch before playing.</p> <p>Then washed on return to classroom.</p> | |
| Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose | Covid spread within school | Cross contamination | <p>Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment</p> <p>Posters and lessons are in place to reinforce the need for this and children</p> | <p>Posters and visuals are placed in the classrooms, toilets and staffroom (ebug and public health) – 1.9.2020</p> <p>E-bug resources/lessons referenced in the curriculum (ongoing from 1.9.2020)</p> | |

| | | | | | |
|---|--|---------------------|---|---|--|
| | | | are encouraged to point out when procedures are not followed or teacher/other pupils touch faces | | |
| Has the school ensured that help is available for children who have trouble cleaning their hands independently | Covid spread within school | Cross contamination | Staff support pupils where needed Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements | Staff have access to gloves if they need to support children to hand wash. Hand washing takes place in classrooms where there is always supervision. | |
| 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. | | | | | |
| Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') | Covid spread within school | Cross contamination | Staff are familiar and reminded of the guidance and they encourage pupils to follow this Visuals in class to support pupils understanding Tissues available within class bubbles to ensure pupils and staff have access to these where needed. | Posters placed in classrooms to remind children (1.9.2020) Tissues together with cleaning products in each classroom. | |
| Are procedures in place to ensure that bins for tissues are emptied throughout the day | Covid spread within school | Cross contamination | Bins are emptied twice a day – lunch time and after school All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others | Cleaner empties each lidded bin in classroom during the lunch break for that class. | |
| Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units | Covid spread within school | Cross contamination | All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation Air condition not to be used nor are fans that circulate air | Windows and doors can be open when rooms are in use. No air conditioning units within the school. | |
| Are procedures in place to risk assess the need to positively handle pupils who made have | Staff having to positively handle thus rendering social distancing redundant | Cross infection | Staff aware of updated behaviour appendix and contents of behaviour policy | Updated behaviour appendix shared with staff (1.9.2020 INSET) | |

| | | | | | |
|---|--|---------------------|--|---|--|
| uncontrolled behaviour on a regular basis | | | <p>A risk assessment been undertaken to show the level at which the school is able to positively handle if needed (Team Teach Training up to date, regularity of need for specific pupils etc)</p> <p>The risk assessment been communicated with range of stakeholders including child and parents/carers</p> <p>Appropriate has support been sought from LA/support services</p> <p>All possible interventions have been considered including reduced timetables</p> <p>School understands the exclusion policy and only uses exclusion to find solutions or to mitigate unfair risk to other pupils/staff or the specified pupil</p> | <p>Risk Assessment in place high risk for EHCP children</p> <p>Partial timetable in place for LK (Y4)</p> <p>3 x Team Teach trained staff allocated to year groups to prevent mixing. (GA R/Y1/Y2, SPB Y3/4, TS Y5/6)</p> | |
| Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation | Covid spread within school | Cross contamination | <p>Classroom doors are propped open when occupied and then closed when not to meet fire safety regulations</p> <p>All other doors are open where they do not compromise fire safety</p> | All internal doors are open (automatic shutters for fire) alongside classroom doors. | |
| 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products | | | | | |
| Has school discussed with cleaning contractors or staff the additional cleaning requirements and agreed additional hours to allow for this | Covid remaining on surfaces and spreading by touch | Cross infection | <p>Appropriate cleaning rotas are in place, coordinated by site manager/headteacher with adjusted hours implemented to take into account contact with staff/pupils</p> <p>Additional contract cleaner employed to ensure sufficient capacity in the team where required</p> | <p>Extra cleaners' hours during the lunch break to clean toilets, high frequency touch points and empty classroom bins. (from 1.9.2020)</p> <p>Staff are provided training to wipe down tables and touchpoints at lunchtime. (1.9.2020)</p> | |
| Is school following the COVID-19: cleaning of | Covid remaining on surfaces and spreading by touch | Cross infection | School are following this guidance | Above measures show how the guidance is being used. | |

| | | | | | |
|---|--|-------------------------------------|--|---|--|
| non-healthcare settings guidance | | | | | |
| Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal | Covid remaining on surfaces and spreading by touch | Cross infection | <p>Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within groups and will be cleaned between use Large outdoor apparatus (trim trails...) to be out of use as cleaning cannot be maintained Resources that are shared between bubbles to be cleaned before use Pupils will have own specific resources including pens, pencils, rulers etc Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles Toilets to be cleaned following lunch break and after school Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas...</p> | <p>All children will have their own named/labelled pencil case provided by the school that they will keep their own equipment in. (2.9.2020)</p> <p>Trim trail not in use.</p> <p>Stock of reading books for the class will be used and the correct books in EYFS/KS1 provided – these will be kept in classrooms. (1.9.2020)</p> <p>Staff provided training to clean tables and touchpoints (1.9.2020)</p> <p>Cleaner to clean toilets at lunchtime.</p> | |
| Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented? | Staff and pupils in contact with hot meals cutlery/plates/utensils etc | Transmission of covid from surfaces | <p>School kitchen to be assessed against the standards here: guidance for food businesses on coronavirus (COVID-19). Estates manager to consider this with school kitchen managers</p> <p>Where hot meals are delivered: Hot boxes to be wiped with anti-bac upon arrival Children to attend hot meals as on staggered basis as specified in section 5</p> | <p>Guidance shared with School Cook no extra measures need to be out in place as kitchen operates to these standards during 'normal routine'</p> <p>School catering risk assessment in place.</p> <p>Trust meeting with Health and Safety partner for HT and School Cook 17.7.020</p> | |
| 5. Minimise contact between individuals and maintain social distancing wherever possible. | | | | | |

| | | | | | |
|---|---|------------------------|--|--|--|
| <p>Have classes been designated as separate bubble or less?</p> <p>Does the director of education know if this bubble is over 30 due to class size?</p> | <p>Larger bubbles meaning more children missing education should the bubble need to close</p> | <p>Cross infection</p> | <p>Yes – all classrooms used have suitable ventilation/windows which can be opened</p> <p>Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to Air condition not to be used</p> | <p>All classes in school are less than 30 (some considerably so).</p> <p>Ventilation is available in all work spaces.</p> | |
| <p>Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?</p> | <p>Children and staff passing covid within bubble</p> | <p>Cross infection</p> | <p>All tables within Infants and Juniors (Years 1-6) to face forwards</p> <p>Gaps to be as large as is possible between each desk</p> <p>Desks to have a maximum of two pupils (forward facing)</p> <p>Pupils to sit next to each other facing forwards</p> <p>Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff</p> <p>Staff to maintain 2 meters distance at the front of the room when possible and to minimise face to face work with children when aiding with learning</p> | <p>Desks have been arranged to face the front and children to be side by side.</p> <p>All resources not needed have been removed from the classroom and stored.</p> <p>Staff provided guidance with regards to supporting children to encourage distancing (INSET 1.9.2020)</p> | |
| <p>Has the timetable been refreshed to consider the following:</p> <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors | <p>Large groups of adults/staff /pupils passing one covid when within the same social space</p> | <p>Cross infection</p> | <p>Full curriculum to be delivered using the cleaning protocols already outlined for shared resources</p> <p>Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These teacher will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 meters distance from the front of the class</p> | <p>Shared resources highlighted (place in plastic box/tray at classroom door at the end of the day) for site team to clean before moving to other rooms (this should not be routinely happening as the school is well resourced) (1.9.2020 onwards)</p> <p>PPA arrangements are in place there is where possible limited movement of staff but movement between classes is taking place.</p> | |

| | | | | | |
|---|--|--|---|--|--|
| <ul style="list-style-type: none"> • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger assembly groups • stagger break times (including lunch), so that all children are not moving around the school at the same time • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact | | | <p>Senior staff to take support groups within specific bubbles and to maintain 2 meters distance whilst doing so</p> <p>Assemblies to be virtual using Teams until such point as government guidance changes</p> <p>Break times to be staggered such that bubbles do not mix. Where there is large enough the playgrounds/fields can be zoned so that more than one group can be out at once. Staff barrier will be between the groups</p> <p>Lunch time to be staggered with zoned areas for each bubble. All tables and chairs to be cleaned between use by different bubbles</p> <p>Drop off and pick up times to be staggered with one way systems etc as appropriate. All children to receive full teaching hours</p> <p>Movement around school to be done by rota</p> <p>Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches</p> | <p>Use of adults will allow staff moving to keep distance. (1.9.2020 onwards)</p> <p>Assemblies will continue to take place on Teams but time and frequency will alter to allow for staggered break times.</p> <p>Each year group have their own playground (Y1/Y2: KS1, Y3/4: in front of their block, Y5/6 netball courts)</p> <p>No more than one year group out on those spaces at any one time.</p> <p>Break times: 10.00am Y1/Y3/Y5 10.20am Y2/Y4/Y6</p> <p>1.45pm: R 2.00pm: Y2 2.10pm: Y1</p> <p>Reception: KS1 playground as part of continuous provision (not at the times above)</p> <p>Lunchtime maximum 2 year groups in the hall, spaced each with their own dinner lady. Some children playtime on designated playground, some children in hall for lunch.</p> <p>All movement is via external doors including during inclement weather (coats will be worn)</p> <p>Toilets arranged as per normal school organisation. R- own toilet Y1/Y2 shared in cloakroom</p> | |
|---|--|--|---|--|--|

| | | | | | |
|---|---|--|---|--|--|
| | | | | <p>Y3/4 shared in cloakroom Y5 – own toilets Y6 – own toilets</p> <p>Changing room toilets to be reserved for children with specific needs but not allocated on reopening.</p> | |
| Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel) | Too many social interactions | Limiting of cross infection and clear ability to track and trace | <p>School to considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)</p> <p>School to maintain protocols with private transport (taxi...) to ensure that they have completed risk assessments and will notify school should staff have symptoms</p> <p>Pupils to enter by outside doors directly into classes where possible</p> | <p>Currently no children travel on public transport or service buses.</p> <p>All pupils will enter and exit at all times via external doors.</p> | |
| Have protocols for the use of the staffroom been put into place in order to minimise contact with those from other bubbles and transmission via use of shared facilities (kettles, microwaves....) | Staff who have contact within the area or use shared resources by touching surfaces | Cross infection | <p>Staff will abide by the following protocols:</p> <p>Timings for use of the staffroom will be staggered by bubble</p> <p>Where 2 bubbles have the same time the staff from different bubbles will maintain 2m social distancing at all times</p> <p>Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc</p> <p>Increased cleaning is in place with all handles etc cleaned on a daily basis</p> | <p>Staffroom rota will be provided for staff to have access to staffroom (for long breaks) occasional use for drinks during the day is permitted.</p> <p>Supply of cleaning materials is kept stocked up in staffroom for staff to use to clean touchpoints.</p> | |

| | | | | | |
|---|---|---------------------------------------|---|--|--|
| Has the school created separate risk assessments for wrap around care which has been approved by the Director of Education? | Bubble protocol breached and increased transmission of covid | Cross bubble infection | <p>School will not open wrap around care within the first two weeks of term</p> <p>In order to open wrap around care the headteacher will present the DoE with a separate risk assessment which considers:</p> <p>Which staff run the sessions and what is the implication for bubbles within school</p> <p>Whether the pupils attending can be put into small groups which cross a maximum of two bubbles</p> <p>If the cleaning arrangements for the care meet the standards achieved within the rest of the school</p> <p>How resources will be cleaned following use</p> <p>If the room used will impact upon the functioning of the school day</p> <p>Any other relevant detail which may impact upon the school day, staffing or pupil cross contamination</p> | <p>No breakfast club or after school clubs during Term 1.</p> <p>Breakfast club staff to be redeployed to do administration, reprographics and organisational work during their normal Breakfast Club hours.</p> | |
| How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles | Pupils and staff if social distancing is compromised during fire drills | Transmission of covid between bubbles | <p>The headteacher has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils</p> <p>This has been communicated effectively to staff and pupils</p> | <p>When children line up to leave the school during a drill/evacuation they will be kept a minimum of 1 metre apart</p> <p>When lining up at designated fire assembly point children will maintain this distancing/</p> <p>Drill will take place Term 1 Week 3</p> | |
| Extra-curricular activities including catch up groups | Pupils and staff if social distancing or bubble integrity is compromised during clubs | Transmission of covid between bubbles | <p>All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if:</p> <p>They are limited to pupils from one bubble</p> | No after school clubs during Term 1. | |

| | | | | | |
|--|--|--|--|--|--|
| | | | Staffing of the club does not compromise bubble integrity The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc minimise social contact | | |
| 6. Where necessary, wear appropriate PPE. | | | | | |
| Are protocols in place should pupils arrive at school wearing face masks? | Pupils who touch facemasks or remove them incorrectly and transmit virus as a result | Pupils and staff in contact with facemask wearer | School communicates that pupils will not be able to wear masks at school Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil Following removal staff insist that pupil washes hands SLT contact parents/carers to discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor. | Details about PPE (no use for children) shared in reopening letter and communication to parents and on school website by 17.7.2020 Staff briefed during INSET 1.9.2020 | |
| Where necessary, wear appropriate personal protective equipment (PPE) | Risk of transmission | Lack of PPE means that transmission is more likely | 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 Usual PPE to be worn except: Where pupils specific RA highlights use of PPE Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms | Intimate care for children will continue in line with current protocols in place (risk assessment for children takes place) and all relevant staff will be briefed INSET 1.9.2020 Staff briefed fully on protocol if there is an expected case (INSET 1.9.2020)– protocols are as RA 1.6.2020 | |
| Is PPE available to members of staff who require it to carry out cleaning safely | Lack of PPE | Staff catch Coronavirus due to lack of PPE | School has enough stock of PPE to deal with both daily needs and suspected cases School is able to order PPE as supplies decrease | Stock audit with Site Manager 14.7.2020 – order placed and any shortcomings raised with DoE to see if there is capacity within the trust or an alternative supplier can be found. | |

| | | | | | |
|---|--------------------------------|--|--|---|--|
| | | | School is able to create arrangements within Trust should supplies arrive late | | |
| 7. Communication | | | | | |
| Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful | Too many social interactions | Limiting of cross infection and clear ability to track and trace | Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment Covid Notice Board gives access to all information Information is shared both in person (socially distanced via TEAMS) and electronically (CIT training website and email etc) | Risk Assessment shared with staff prior to end of term 21.7.2020 with chance to ask questions. Full briefing of all staff at INSET 1.9.2020 to go through RA once more. COVID notice board updated with all latest guidance 21.7.2020 and reviewed 1.9.2020 | |
| Is the protocol in place should to close bubble and inform public health should there be a positive case within school | Covid is present within school | Transmission risk hugely increased | Headteacher and SLT members know that they will take the following action for a positive case: Close the bubble immediately informing all pupils/parents that they must isolate for 2 weeks Inform the rest of the school community that the bubble has been closed Inform Lincolnshire Public Health and follow any direction Complete LA covid card to ensure all LA protocols have been completed Inform Director of Education immediately Should pupils/staff have symptoms: Pupil/staff member will be sent home immediately Those supervising pupils will have the specified PPE Parents/Carers of pupils will be asked to get test completed | Positive case protocol shared with Leadership Team (same as 1.6.2020 RA) Staff briefed at RA briefing and INSET 1.9.2020 about their protocols to follow should they have symptoms. | |

| | | | | | |
|---|---|---|---|---|--|
| | | | Should the test be negative then pupil will be allowed to return after symptoms have subsided Should it be positive then the protocols above will be followed | | |
| Has the headteacher and the DSL liaised with the Trust to determine what additional support is available for pupils/staff who are suffering with their mental health once they return to school? | Mental wellbeing is compromised | Pupil and staff may not be able to attend school affecting learning | Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. HT and DSL have access to the HR team HT and DSL know that Futures in Mind can be procured to work through issues or provide supervision virtually | Staff given avenues that they can explore on during initial RA briefing. | |
| Have the headteacher and the SENCO identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available? | Pupil with SEND do not have the level of provision usually in place | Pupil with SEND and class teacher who are leading their bubble | Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision | SENDCo ensures plans are in place with named staff and they are aware of the child's needs. Further risk assessment has been put in place for all EHCP children. | |
| Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing | Pupil who are not able to attend school due to covid risk | Learning will not be sustained if plan is not in place | School has systems in place to communicate with parents/pupils should they be off school School has a distance learning plan in place by the end of September 2020 Director of Education has approved the distanced learning plan | Introduction of Microsoft Teams (DfE funding), Oak Academy. WhiteRose Maths to formulate learning plan if class closes. HT has attended webinar briefing on this (6.7.2020) A transitional/recovery curriculum in place for initial return in (8 days) (PDM 15.7.2020 and prior to 1.9.2020) Teachers' Medium Planning allows for smooth movement to blended/remote | |

| | | | | | |
|---|---|--|---|--|--|
| | | | | learning. Plan for if classes have to close is formulated by LT (by 1.9.2020 and shared 1.9.2020) | |
| Has the school considered the role of adults who have were shielding | Staff who are more susceptible to covid | Former shielding staff member | Where possible the school has made arrangements for working from home (admin roles) if possible Where the role has to be completed at school and individual risk assessment for that member of staff is in place and agreed between the school and staff member | SOM works outside of school at least 3 days/week and limits visit to second site she works on. | |
| Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)? | Too many social interactions | Limiting of cross infection and clear ability to track and trace | Therapists can visit school but should be recorded in the visitor log (even if contracted) They can only work with one bubble a day and must be socially distanced during work | Visitor Log is maintained and completed at the School Office (from 21.7.2020). Pre-visit phone calls give information about the protocols in place at school and to arrange to work with children in just one class/bubble per day. | |
| Has the school established a protocol for other visitors (CIT)? | Too many social interactions | Limiting of cross infection and clear ability to track and trace | All visitors must book in with the HEAD Teacher prior to a visit All CIT visitors must be entered into the visitor log. Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission. In the case of ST Paul's and Linchfield – Becky King will be able to visit both schools. School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers. | Headteacher ensures office staff consult with him prior to booking appointments. School diary is consulted daily. Where visiting other sites may be needed staff are briefed (prior to 21.7.2020 and on 1.9.2020) to consult GA first. | |
| Does the school have a protocol for other visitors including a visitor log? | Too many social interactions | Limiting of cross infection and clear ability to | Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with | Visitor Log is maintained and completed at the School Office and is readily available for scrutiny. (ongoing) | |

| | | | | | |
|--|--|---|---|---|--|
| | | track and trace | All other visitors to be approved by Director of Education | | |
| Has the school advised pupils/parents to Walk / cycle / scoot where possible – 1 adult only with children? | To many social interactions/ condensed traffic leading to groups meeting near school grounds | Transmission on way to/from school | School to encourage all pupils/parents and carers to walk, scoot or cycle to school School has specified that pupils may only be accompanied by one adult on entry to school grounds | Pre- opening letter encourages walking and specifies one adult per child. | |
| Have staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training? | Staff not understanding protocols | All members of school community if protocols not used precisely | All staff have completed CIT training online All staff have attended staff meetings to discuss updated risk assessment All staff have updated timetables All staff understand the protocols for actual or suspected cases All staff have access to the covid notice board Briefing each week or as required deals with any protocol issues | Meeting/briefing before 21.7.2020 and further briefing 1.9.2020 (INSET) take place. DHT produces TA timetables as normal. Briefing notes are produced ready for Monday morning and sent to all staff (on going) | |
| Has the school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE The school's local health protection team (HPT) | National expectations change and school maintains defunct protocols | All staff and pupils are restricted by protocols or are not working to new protocols thus increasing risk | DoE maintains weekly contact with all heads to update on current advice All HTs maintain risk assessment to take account of any nationally demanded changes Substantial changes are approved buy CIT Trustees | GA makes himself available to meet with PH at least weekly. RA log is kept and any potential changes are raised with DoE and then in turn Trust Board. | |
| Has the school put arrangements in place such that Trainee teachers can fulfil placements | School unable to have succession planning in place | School unable to train own | Trainee teachers to have a 7 day gap between any placements at other school and CIT school. | Ensure trainee due to undertake placement in Y5 has a 7 gap (this is within CIT) – discuss this with BK/SR Linch. Contact made prior to 21.7.2020 | |

| | | | | | |
|--|---|--|---|--|--|
| | | teachers for the future | Trainee teacher to be inducted to protocols in the same way as all other staff | | |
| 8. EYFS Arrangements | | | | | |
| Are specific arrangements in place to ensure that the EYFS is able to function to meet the expectations of the Foundation Stage Profile? | EYFS children unable to access learning due to overly structured formal environment | Mental health of EYFS children damaged due to limiting protocols | <p>Physical distancing between groups of children and staff is implemented as far as possible</p> <p>The use of communal spaces is managed to limit the level of mixing between groups</p> <p>The use of private outdoor space is maximised to ensure social distancing measures can be adhered to</p> <p>Sharing of toys and resources between children is reduced</p> <p>Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use</p> <p>Unnecessary items are removed from the learning environment to facilitate cleaning</p> <p>Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively</p> <p>A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage</p> <p>Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <u>COSHH Policy</u></p> <p>Children are discouraged from bringing items and toys from home unless it is essential. In the event that items are</p> | <p>Outdoor area is fully operational for the EYFS and is enclosed. Activity stations are set up to allow for distancing to take place. (1.9.2020)</p> <p>Regular cleaning of resources takes place with extra cleaning products provided. (1.9.2020)</p> <p>A rigorous handwashing routine is in place and these are practised to ensure children are clear about expectations.(1.9.2020)</p> <p>E-bug signage is in place in EYFS and tissues are readily available.</p> <p>Site Manager ensures adequate supply of cleaning products are provided and that training has been provided to use these (INSET 1.9.2020)</p> <p>Children not allowed to bring items from home especially toys – this is communicated in the pre opening letter. (17.7.2020)</p> | |

| | | | | | |
|---|---|--|---|--|--|
| | | | brought from home, they are appropriately cleaned on arrival | | |
| 9. Response to Infection | | | | | |
| Engage with the NHS Test and Trace process | Not all potential transmission is identified | All stakeholders within the school | Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with Any breaches of bubbles must be recorded on the COVID Action Log Any pupil or member of staff should be tested if they show symptoms Anyone who has been in school must be reminded that if they test positive school must be informed | Visitor Log is maintained and completed at the School Office. (ongoing) COVID Action Log is maintained. Staff briefed fully prior to 21.7.2020 and on 1.9.2020 (INSET) about symptoms and informing school. | |
| Manage confirmed cases of coronavirus (COVID-19) amongst the school community | Transmission is not limited to school when potential or known case is present | Covid transmission | The guidance: ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ Will be followed | Staff sent the link with the guidance on in email prior to reopening. (1.9.2020) | |
| Contain any outbreak by following local health protection team advice | School has an outbreak | More than 2 pupils /staff members are affected | If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. 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 settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission | HT and Leadership Team know and have to hand the contact details for the local health protection team. (reopening folder) All guidance is followed and logged. (ongoing) Flexibility is allowed for children, staff and their families with regards to getting tested. (ongoing) School liaises fully and transparently with wider trust team with regards to any potential outbreak. (ongoing) | |

| | | | | | |
|---|---|-------------------------------|--|---|--|
| | | | <p>risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting 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 setting if necessary, in line with routine public health outbreak control practice.</p> | | |
| 10. Other | | | | | |
| Kitchen Risk Assessment in place | High risk for transmission | High risk of spread of COVID | Setting kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19) . | <p>NR has undertaken trust H&S training and Teams meeting (17.7.2020)</p> <p>Risk Assessment is in place in line with Trust policy and has been signed off by Trustees.</p> | |
| Has school taken appropriate actions to reduce risk if a school trip is deemed safe (local visits to parks etc in the first instance) | Change in daily protocols mean that social distancing or bubble protocol not followed | All members of bubble on trip | <p>All trips to be agreed with Director of Education (if it is a regular trip, this will only need to be signed off once)</p> <p>EXEANT to be completed for each and all trips including details of the staff and pupils who attend, and the evaluation completed afterwards which includes any changes to staffing or pupil.</p> <p>Members of staff WILL NOT be able to take pupils out if they have any outstanding evaluations from Sept 2020.</p> | <p>Usual RA protocols for trips to be conducted. SPB to manage this.</p> <p>GA to discuss any upcoming trips during Term 1 and Term 2 with Classteachers and then PH.</p> | |

| | | | | | |
|---|---|-----------------------------------|---|--|--|
| Has the school considered the building needs (all buildings have been fully functional but some rooms have not been used in specific schools) | The rooms that have been mothballed may have teething issues on reopening | Children and staff using the room | Check that all rooms that have been out of use are set up for return Ensure that all utilities are working Ensure that the rooms have had all statutory checks completed (water temp, fire call points etc) | 1.9.2020 Leadership Team to support staff on set up of rooms prior to reopening. Site Manager to continue with statutory checks in line with current role related to school being fully open (ongoing). | |
|---|---|-----------------------------------|---|--|--|