



# Pulford School Risk Assessment

(Note of previous updates V4 – 18/5/20, v5 - 25/6/20, v 6 Sept 20, v 7 Jan 21, v8 March 21, v9 Sept 21v11 Nov21,v12 Dec 21)

V13 January 2022

<b>Risk Assessment for:</b> New school year 21-22	<b>What are you risk assessing? Factors which will inhibit safe opening of the school to all children and staff.</b>	
<b>Establishment:</b> Pulford C of E VA Lower School	<b>Assessment by:</b> Mrs T Rees, Deputy Head.	<b>Date:</b> 4.1.22
<b>Risk assessment number/ref: COVID 13</b>	<b>Approved by Head Teacher:</b> Mr D Heather	<b>Date:</b> 4.1.22

What are the MAIN hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date completed
Appearance of symptoms	Children or staff in close contact	<ul style="list-style-type: none"> <li>First aid room equipped with PPE for those isolating. Procedures communicated to parents as in the risk mitigation document.</li> <li>COVID champions trained in use of PPE</li> </ul>	<ul style="list-style-type: none"> <li>PPE purchased, continue to monitor stocks.</li> <li></li> </ul>	Office staff procure equipment and all staff aware of procedures.	Nothing further  Staff training-completed	18.5.20  22.5.20
Bodily fluids	Children who are sick or soil or wet themselves	<ul style="list-style-type: none"> <li>Protective equipment provided for emergencies. Ordinary equipment (gloves aprons etc) if the child shows no sign of COVID.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to familiarise themselves with where granules for clearing vomit are kept and how to use them.</li> </ul>	First aid staff and COVID champions	Nothing further apart from monitor stocks.	
Hygiene	Spread of virus	<ul style="list-style-type: none"> <li>Increased washing/hand gel</li> </ul>	<ul style="list-style-type: none"> <li>None –</li> </ul>	Monitor	Additional sinks installed	complete

## Risk assessment review due: 17.3.2022

### Further information: The DFE have provided a contingency framework to prioritise education:

The overarching objective is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. The Senior leadership team (SLT) should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible. The SLT should keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures. Attendance restrictions should only ever be considered as a last resort. The Government will try to give as much notice as possible of any changes to the way settings should operate.

Education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

The school is aware of the advice given in December 2021 following identification of the omicron variant. The school will be in close contact with the relevant authorities should additional precautions become necessary.

The school is aware of the latest advice on isolation from Gov.uk: Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7. Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.

Individuals are **not required to self-isolate** if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. **Students in Year 3 and above and staff who are household contacts of a positive case** and are exempt from isolation (because they are under 18 or are fully vaccinated) are strongly encouraged to take a daily lateral flow test for 7 days and should only attend school or college if their lateral flow test is negative. **Lateral flow tests should be taken for 7 days** from the date of the first COVID symptoms in the household, or from the date of the first positive test if there were no symptoms. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. **However, in the light of the omicron variant, this may change if a director of public health advises that face coverings should temporarily be worn in classrooms (by pupils staff and visitors, unless exempt).**

However, new guidance states that all individuals who have been identified as a close contact of a suspected or confirmed case of the **Omicron variant of COVID-19**, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.

### Shielding

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.

Individuals previously identified as CEV are advised to continue to follow the guidance on [how to stay safe and help prevent the spread of COVID-19](#). Individuals should consider advice from their health professional on whether additional precautions are right for them. This will be closely monitored in the light of the new variant.

The DFE says : We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for schools from the autumn term.....As well as enabling flexibility in curriculum delivery, this means that ..... you no longer need to make alternative arrangements to avoid mixing at lunch.

Whilst the school is no longer required to identify and send home cohorts they : ' may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases'.

Thresholds:

The school will contact public health advice if they are concerned about a rise in cases, DfE helpline (0800 046 8687, option 1) For example, whichever of these thresholds is reached first: 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. If this is the case then the school will consider (after taking advice) additional measures such as: review and reinforce the testing, hygiene and ventilation measures already in place. Also consider: whether any activities could take place outdoors, including exercise, assemblies, or classes; ways to improve ventilation indoors, where this would not significantly impact thermal comfort ; one-off enhanced cleaning focussing on touch points and any shared equipment. The school provide home learning grids for children who do need to self-isolate. These are emailed by staff to those identified.

Update November 21:

Following the advice given by PHE and DfE the school has sent letters to the whole school - The primary aim of this letter is to make parents/carers aware of the outbreak and to encourage extra vigilance (or a lower threshold) for testing when their child has symptoms of COVID-19. Letters were sent separately to the affected group- The primary aim of this letter is to request a PCR test on children in the affected group(s). It is likely that there are asymptomatic cases in this wider group, and if these can be identified and removed from the setting, spread will be limited. It can also prevent harm in terms of spread from children to older relatives who may be more vulnerable. This letter also advises being vigilant (or having a lower threshold) for testing when their child has symptoms of COVID-19, even if the initial PCR test was negative. This also advises an increase in LFD testing if living with an infected person. Parents are urged to advise us if any child becomes seriously ill with the virus so that advice can be sought urgently from Public Health England.

We will continue to operate with our three cohorts- Preschool and Early Years, Key stage 1 and Key stage 2. The primary driver for this is the logistics around managing the lunch times. As maths, languages and music groups are taught within these cohorts they will continue as they do currently. Handwashing and 'catch it, bin it, kill it' approaches continue.

We have advised parents that if their child is vulnerable, to take advice from your leading health professional and communicate with us so that we can work towards providing the safest possible educational environment.

Little saints remains open, and we will as far as is operationally possible, keep the children in key stage cohorts whilst they are inside.

Christmas events: currently there are no changes to the school calendar.

We will limit the number of visitors to the school and mask wearing will be encouraged, unless exempt. There will be no change to peripatetic teaching, although they will be updated with the situation as and when it changes. Staff may wear visors/masks in corridors, but not when teaching.

The school received CO2 monitors to ensure quality ventilation at the beginning of November 2021. These are being used in all areas of the school and a temperature above 18 degrees C should be maintained. Any readings over 1,500 indicate a need for further ventilation.

**Update December 21 –in addition to the above references to omicron the school has contingency plans in place should they be advised regarding: residential educational visits; open days; transition or taster days; parental attendance in settings; live performances in settings.**

Further health and safety guidance specific to schools may be found on the [CBC Schools Portal](#) and the [Department for Education](#) website. The [Health and Safety Executive website](#) also provides information on [risk management / assessment](#) and [health and safety in the education sector](#).

Staff can get priority testing at Steppingley hospital if symptomatic (as emailed to staff). Staff continuing to come into work and displaying no symptoms may take part in the twice weekly testing process if they wish.

**Risk assessment (schools and settings should refer also to the Government Guidance listed at the end in completing this assessment):**

The risk assessment checklist below covers the expectations of the measures schools should be putting in place.

The document is organised into 6 sections:

- |  |                 |                                     |
|--|-----------------|-------------------------------------|
| 1: Prior to opening to all children                      | 3. Transition   | 5. Governance                       |
| 2: On Opening to vulnerable/key/critical worker children | 4. Safeguarding | 6. Finance/ Business considerations |

Risks should be assessed as:

**Red:** High risk (significant impact on the school’s ability to function safely/ make required or appropriate provision)

**Amber:** Medium risk (some challenges but able to sufficiently reduce risks to function safely / take action to make required or appropriate provision)

**Green:** Low risk (Systems/ processes are in place or can readily be implemented to significantly reduce any risk/ make required or appropriate provision)

**Please note:** Schools should only open where they consider it safe and correct to do so based on a risk assessment.

- Schools should seek to meet the expectations of the national guidance documents in all of their planning.

Assessment Area 1 Staff.	RAG	Action taken	Action to be taken
All staff are expected to be in school	G	The school asked staff to inform SLT of any underlying health issues of which they might be unaware, should an outbreak occur.	Monitor

Staff have been informed of self-isolation requirements in the event that they are symptomatic for COVID-19 and / or have been tested positive for COVID-19, <b>or have been contacted to say they must as a result of the Omicron variant.</b>	G	Staff are aware of NHS Test and Trace. Regular updates. Tests available for key worker staff from Steppingley Hospital or your nearest available site.	If tests are negative staff return (assuming they are well enough), if positive stay at home and, if necessary, the NHS will follow the Track and Trace procedures.
<a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>	G	All staff have been briefed regarding the school's planned procedures re. 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'? All staff have had a copy of the RA and Risk mitigation documents which are on the website or shared drive.	Update following new guidance if necessary.
There are appropriately trained staff to implement mass asymptomatic testing in accordance with guidance (staff only). <a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a> . Kits are logged and secured in a secure area.	G	Mrs Godden has been trained. Staff only at present in primary schools. Staff who are coming into school, may elect to take part in twice weekly tests. Kits are registered and signed out by staff for use at home by themselves only, with full instructions provided. Kits should be disposed of in the packaging provided in their normal black bin. Results are obtained in 30 minutes and staff should follow protocol in the case of a positive or a void test.	Monitor participation and results.
There is appropriate cover in terms of appointed persons / emergency first aid at work trained staff / first aid at work trained staff and staff with a paediatric first aid qualification as determined by the school's first aid needs assessment.	G	All staff will be working, thus cover is as normal. Some have undertaken further medical training recently.	Nothing further
All staff are due to work from September '21. Contingency plans are in place should a member of staff be taken ill e.g. staff cover.	G	SLT are on cover rota as are Level 3 TA's	Nothing further
The school has assessed the impact of the crisis on individual staff and can support them signpost them to support e.g. bereavement, anxiety. Staff are signposted to support e.g. for mental health, or to manage anxieties. Post of mental health link Governor created.	G	SLT are aware of such support and have emailed web links in minutes to staff. CHUMS are doing some telephone/ face time work.	Signpost as the need arises in specific cases.
External visitors e.g. contractors, LA personnel, external agencies supporting children etc. are allowed in school. The school encourages visitors to take an LFD test before attending	G	Most visitors will be allowed back, face coverings may be worn in corridors, but not when teaching <b>unless a director of public</b>	School will follow government guidelines taking into account space

		health might advise you that face coverings should temporarily be worn in classrooms (by pupils staff and visitors, unless exempt) . Some volunteers will be asked back to assist groups. No parents changing books yet, but this will be monitored .	e.g. in corridors and size of rooms.
Trainee teachers/TA's are critical workers and can continue their placements in school, trainees can also support the provision of remote education.	G	Trainees and work experience students expected as usual.	No change.
<b>Assessment Area 1 pupils</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Whilst it is anticipated that few children will require remote learning, it is still in place for all pupils not eligible to attend school and has been communicated to parents and pupils. This policy is published on the school website in accordance with guidance.	<b>G</b>	Pupils coded x are entitled to remote learning and work in accordance with the Remote Learning Policy and the Child Protection and Safeguarding policy.	Learning grids and activities available remotely.
The school is aware of those pupils who are clinically extremely vulnerable. They are expected to follow medical advice – in the unlikely event that shielding be reintroduced.	G	Pupils identified (minimal) and will follow advice.	Monitor government guidelines/ medical advice to individuals.
Awareness of the impact of the crisis on individual pupils / families.	G	Office staff keep lists updated.	Update lists regularly as information comes in.
Parents, staff and pupils are expected to follow hygiene procedures, engage with lateral flow tests if they wish, and engage with the NHS Test and Trace as necessary.	G	Children and staff are aware of the need to wash hands thoroughly and catch coughs etc. These have been printed and displayed. The importance of hygiene will be communicated to children regularly and reinforced periodically through PSHE .	Staff to cascade behaviour expectations regularly.
PPE needs have been assessed in terms of standard requirements (e.g. for cleaning, pupils care, etc.) and emergency requirements (e.g. where a pupil / member of staff becomes ill with coronavirus symptoms whilst on site) with appropriate stock ordered as required.	G	There is a supply of full PPE and face shields in the 1 <sup>st</sup> Aid room for use if a pupil is suspected of having COVID19. First aid will be carried out as usual – staff reminded about rigorous hygiene. If face masks are used to travel to school they will be disposed of carefully or placed in a plastic bag. Those using masks will be careful not to touch their face as they remove the mask and to wash afterwards. Shields and face masks are no longer to be used in school.	Monitor stocks.

PPE training	G	Guidance on safe use of PPE circulated to staff. A group of 6 staff have received appropriate additional training .	Office staff to coordinate
Drop off/ pick up protocols - whilst distancing is no longer required, staggered/ allocated drop off/ pick up times will be kept as last term	G	Yr R will be split by gate, Silver Birch will use the top gate by pre-school and Oak come in after KS1 through the 'minibus' gate. KS2 will continue to use the bottom gate. The slightly staggered times for nursery, reception and KS 1&2 will continue. Parents are still encouraged to contact the office for urgent matters, although they can pass messages through the member of staff on gate duty.	Monitor emails.
Decisions have been made about allowing lettings, including before or after school care provision, ensuring safety, social distancing and cleaning.	G	There will be some lettings, Little Saints will be as pre-pandemic. Saturday football and after school clubs will restart with spectators, whilst keeping an eye on local guidance.	Review requirements as necessary.
<b>Assessment Area 2 opening during lockdown</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Safe entrances/ exits for staff and pupils are determined such as staggered times/ one or multiple entrance or exit points. E.g. use of fire exit doors that open to fresh air utilised as primary entry/ exit points to reduce internal circulation of pupils and help separate groups.	G	Outside doors to classrooms to be used to minimise movement in corridors. Gel kept by doors. Classes will enter their Key stage block class by class. A one-way system will be used at lunch time.	Monitor movement and ensure safety with an SLT member on each gate.
Entry and exit arrangements have been communicated and will be supervised	G	There is no requirement to bubble at lunch. However, the one-way system will remain. Children will eat with their class. Only when each Key stage has finished will the next Key Stage enter.	Parent information updated emailed. Monitor exit and entrance to the hall. Use the fire exit in the PE cupboard/ main hall door.
Classroom arrangements	G	Classrooms are to be arranged to suit and plans available should they be requested by NHS track and trace.	Consideration will be given to lessons which minimise movement, books and equipment.
Arrangements are in place reduce movement around the building. *See note 5	G	SEND groups and small groups can run with sensible hygiene precautions.	Monitor arrangements.
Hall	G	Worship will take place in the hall mixing KS1&2 and Preschool and Year R	Monitor.

Arrangements are in place help limit the number of children using the toilets at any one time. The closest toilet should now be used rather than in 'bubble only' toilets	G	Key stage. Outdoor sinks installed to facilitate handwashing before lunch and after play.	Monitor regular handwashing
Use of outdoor spaces will be maximised. Groups can use the same equipment, but on rotation.	G	Wood chip apparatus will be used by KS1 and Year R cluster only. Telly tubby hill apparatus will be used by Year R cluster only.	Monitor
Dining arrangements ensure children remain in their Key stages, cleaning between sittings etc.	G	Key Stage Clusters will be adhered to; extra cleaning in place; allocated dinner staff for each cluster.	Monitor arrangements.
The school is encouraging walking to school. If parents use public transport they should enable children to remove masks carefully and dispose of them (if used, they are not required for children under 11).	G	Walking encouraged, bikes or scooters may be allowed as long as the child can take it to the bike rack unaccompanied.	Reminder letter/email to parents
<b>Assessment Area -Cleaning</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.	G	Stocks high. Handwashing imperative, gel on desks encouraged after catching a hayfever type cough or sneeze in a tissue. New outdoor sinks to be used by key stages.	Monitor stocks. Black bins emptied daily.
Arrangements have been made for bins containing tissues to be emptied daily.	G	Daily emptying	Monitor
Arrangements are in place to dispose of used PPE .	G	Disposal is in double bags with a quarantine period before putting in municipal waste lorries.	Monitor stocks
Cleaning products. Relevant staff know procedures for re-ordering and the thresholds for re-ordering.	G	Cleaning staff will inform office staff	monitor
<b>Assessment Area - safety</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
All statutory requirements for fire safety continue to be met in full e.g. Fire risk assessment and emergency evacuation arrangements reviewed to take into account any changes in use and layout of the building (N.B.: where schools don't have the internal expertise to do so, they should consult their schools fire risk assessment provider).	G	Social distancing no longer required. Priority given to evacuating children and child safety	Regular Fire practise
Plans detail when a school might need to be closed/ can remain open in part e.g. if a deep clean is needed.	G	SLT will consult with Dfe, then PHE as necessary and act according to advice outlined in more detail in the risk mitigation document and guidance to schools.	Follow Dfe and PHE guidance as and when.

PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this. *See note 6	G	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Monitor
Circulation of fresh air	G	It is important to maintain a comfortable working temperature. Air conditioning/heating systems may now be used. Top trickle ventilation is recommended in the guidance with windows being opened fully during breaks. Heating should be used to maintain comfort levels.	Monitor
First Aid	G	First aid and nappy changing will continue as usual with staff staying alert and using protection provided. PPE to be worn if the child is suspected of being poorly with COVID 19.	monitor
Water	G	Children to have water bottles on their tables. These can be filled from the water fountain. The water fountains may now be used for drinking. Cleaning staff still to maintain good hygiene for these.	Monitor compliance
<b>Assessment Area -communication</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Remind staff, parents and pupils of the hand cleaning advice and to clean hands frequently throughout the day. Posters and signage are in place to encourage / remind about personal hygiene, 'catch it, bin it,	G	Parents are to be reminded about, personal hygiene, providing hand gel named water bottles, tissues etc.	Include in parent reminder letter.

kill it', distancing, etc. Also, posters and signage to indicate areas which are closed off, one way systems put in			
Ensure all staff are aware of the guidance and the school's planned procedures and the NHS Test and Trace system.	G	Any child appearing to show symptoms will be taken to the first Aid room and isolated. PPE kit for this situation is available. This is kept in the office if staff can't be more than 2m away. Parents called and advised to get a test, the results of which should be back swiftly. If negative, they can return to school (assuming they are well enough). It is expected that parents will engage with the NHS Test and Trace system.	Regular updates
The school has instructed parents not to enter the setting if they have tested positive or have symptoms. Children can be sent in but tested regularly. Only children displaying symptoms or testing positive must stay at home. Under 18 contacts do not need to isolate unless told otherwise by the NHS.	G	Reminder letter to parents.	Update newsletters with regular reminders.
Provide parents with the guidance on safe travel. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	G	If parents use public transport they should follow the government guidelines.	Reminders in newsletters as necessary.
Communication with lettings or before and after school providers about plans and arrangements.	G	There will be some lettings and peripatetic lessons during this period. Parents will be invited to separate events eg recorder concerts, rather than during an assembly. Little Saints no longer needs to be segregated into bubbles.	monitor
<b>Assessment Area -staffing</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Maintaining sufficient staff to deploy in the school.	G	All staff expected to work in school. Cover in place to cover absence should it arise. Mr Heather is the nominated lead for remote learning.	Monitor staff health and childcare arrangements.
Ensure consistent staffing	G	Children are in classes taught by their regular staff members. Staff may cross key stage according to the guidelines.	Monitor 'ordinary' staff illness which might need cover.

Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.	G	First aid will continue as normal, staff to be reminded to wear gloves and aprons as necessary. Nappies will continue to be changed as above. In the case of vomit, granules are available as above. All materials should then be double bagged and binned in the purple bins in refuse area.	Monitor
There is a reliable means to keep staff informed and updated about the school's risk assessment and actions and procedures arising from this.	G	Weekly briefings will be on google classrooms and emailed afterwards. Risk mitigation	Weekly briefings emailed to all staff.
Staff are aware of PPE guidance and any need for PPE.	G	Stored in the front office, SLT and front office to be trained in use. Staff to bring children suspected of being ill to the first aid room at a 2m distance. Staff may wear visors to teach and masks in corridors where 2m distance cannot be maintained.	Monitor
Staff workload, providing for pupils learning in school and at home.	G	Those children learning at home as of necessity will have home learning grids.	Monitor
Staff are aware of, and supported knowledge of bereavement support available and how to access this for themselves, pupils or families.	G	As in section above. The school has a collection of books for PSHE, focussing on the death of a loved one in an age appropriate way. Chums resources are on the T-shared area of the server and some on the One drive..	Monitor staff and pupil family circumstances.
Recruitment processes have been determined, continuing to enable safer recruitment.	G	HR will follow guidelines, urgent appointments only will be made during this time and remote options for selection pursued whilst also following safeguarding procedures.	Review as necessary
Staff induction processes are updated re new policies/ procedures alongside required checks.	G	New staff have had their induction. Safeguarding training was updated for all staff in January 2021	Review as necessary
Extend or revisit any staff contracts or processes impacted by the current situation, communicating any changes to staff e.g. timescales.	G	HR will follow guidelines and communicate with those affected.	Follow procedure as necessary.
<b>Pupils</b>			
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
All children are expected to attend school even if they are living with someone who has tested positive for COVID. They should following			

the advice given on LFD testing. <b>However, if the person with COVID has the Omicron variant then other rules may apply (see above).</b>			
The school's behaviour policy is reviewed regularly and communicated to pupils, parents and staff taking into account, for example, safe conduct in school, the expectations of remote learning or during live lessons(in line with current guidance).	G	Policies for behaviour and remote learning have been updated and published on the website. Children are constantly reminded of the need to keep themselves and others safe.	Monitor and review as necessary
Pupils know where the hand cleaning stations are and to use them frequently.	G	Cloakrooms and outdoor sinks to be used regularly by one class at a time across the day.	Remind pupils
Brief transitory contact is low risk e.g. passing in corridors.	G	At the one way system to be retained through the PE cupboard/hall entrance doors. Seating plans to be drawn up.	Lunch time staff to use walkie-talkies for communication
Engage parents/ children in resources such as E-Bug and PHE school resources.	G	Staff to remind children of procedures.	Procedures reinforced on a regular basis.
Explicitly teach and supervise: handwashing, tissue disposal and toilet flushing." – from <a href="#">latest guidance released</a> .	G	Staff to remind children of procedures.	Procedures reinforced on a regular basis.
Bins for tissues .	G	Emptied daily.	Monitor
Help is available for those pupils who cannot clean their hands independently.	G	Staff to supervise younger/SEND children .	Monitor
Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, etc.	G	Appropriate adjustments have been made.	Procedures reinforced on a regular basis.
Appropriate support for pupils who may be experiencing anxiety.	G	Staff to support children through PSHE, staff to provide a 'listening ear' to children. CHUMS resources on the T-shared.	Monitor
Guidance and arrangements in respect of pupils needing 1:1 or physical handling, communicated clearly to staff, parents and pupils.	G	Intimate care needs will be met as usual and staff reminded to wear aprons, gloves etc.	Review arrangements in the light of further DFE guidance.
SEND Reviews	G	EHC plan legislation requirements are still in place. SEND reviews will take place remotely or in person..	Review arrangements in the light of further DFE guidance on face to face meetings, different variants of the disease.
Vulnerable Children		Those on SEND support plans may be offered extra support as necessary e.g. help to manage change. Those with medical conditions may need support to receive education in line with their peers. Shielding	Monitor

		has been abandoned unless advised by a medical consultant.	
<b>Implementation Transition 3</b>			
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Children transferring to middle school will make choices for next year.	G	Parents have had emails and make choices. Once they know their next schools, SENCO's make contact with each other. Vulnerable or children with SEND may have extra transition arrangements made for them to ensure a smooth transfer.	SENDCO contact as appropriate.
Transfer/ receiving of meaningful information to receiving setting/ teacher.	G	Transfer forms completed and uploaded to new setting via Anycoms.	END OF JUNE 2022
<b>Safeguarding 4</b>			
<b>Assessment Area</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>
Any additional risk assessments required to safeguard vulnerable children .	G	Children with an EHC plan will have risk assessments carried out. Lists of vulnerable children as above. Staff to monitor all vulnerable children on return to school and in case of further lockdown.	Parental consultation
Any necessary changes or addendums have been made to the safeguarding Policy, which has been reviewed for further changes.	G	Policy updated & ratified by email.	Monitor
Ensuring a DSL is available to the school, in person, by phone or virtually in all staffing scenarios, and that staff are aware of these arrangements.	G	SL &DSL available at all times. In the extremely unlikely event that no Dsl is available by phone the school would have to close.	Monitor availability.
Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers.	G	As per yearly safeguarding training. Professionals may attend children on site if necessary.	To be updated Jan 2022
Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.	G	New members of staff have received /will receive induction training	New staff members inducted as appropriate over the first week of term.
The SCR is up-to-date and monitored with changes to staffing/ volunteers in the school.	G	Up to date.	Continue as normal.
<b>Assessment Area -Governors</b>	<b>RAG</b>	<b>Action taken</b>	<b>Action to be taken</b>

Governors' understanding of the ways that the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality. Post of mental health link Governor created.	G	The chair of Governors has been in weekly contact. Meetings take place face to face in the hall and sub-committees by zoom.	Continue
Governors meetings are held face to face or zoom.	G	Governors attend zoom meetings.	Continue zoom and email communication with FGB face to face.
Governors know how they will support Leaders how they will assure themselves of the safety of staff and pupils. What will the determining factors be for the decisions they will need to make?	G	Read the risk mitigation document and risk assessment. Make themselves aware of any policy updates pertinent to COVID19.	Communication of updates.
Leaders have evaluated what it is feasible for the school to do and how will this be communicated to reassure parents/ other stakeholders/ LA or Trust authorities.	G	Head teacher's verbal report to governors on recent developments. Response to LA etc delegated to Headteacher.	Review arrangements in the light of further DFE guidance
Planned reviews to evaluate what is happening on a regular basis.	G	Chairs weekly telephone/zoom/in person calls.	Continue
<b>Financial/business/resourcing 5</b>			
Staffing for Little Saints, pre-school, catering kept under review as the situation changes.	G	All Staff unfurloughed	Continue to update in the light of further guidance and as need arises.

**\* Notes**

- shielding has been paused but there is still advice: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Additional staff may be placed with each group if required to meet pupils' needs as part of a risk assessment or an EHCP.
- Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. Comfortable teaching and learning temperatures must be maintained. Air conditioning may now be used.
- Reduce movement around the building by accessing rooms directly from outside where possible and considering one-way circulation.
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

**The following Government Guidance was consulted when completing the risk assessment:**

- <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>
- [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm\\_medium=email&utm\\_source=govdelivery](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance?utm_medium=email&utm_source=govdelivery)
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf?utm_medium=email&utm_source=govdelivery)
- <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>
- [COVID-19: cleaning of non-healthcare settings guidance](#)
- [https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings?utm\\_source=7%20December%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19#individuals](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings?utm_source=7%20December%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#individuals)
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