

DATE: 2nd November 2020

PREMISES: Wickersley Partnership Trust – mitigation of risk addendum to Trust COVID-19 risk assessment

ACTIVITY AND/OR ENVIRONMENT TO BE ASSESSED: Covid-19 – EYFS & return to school in September 2020

ASSESSOR: Mr. Jessop/Mrs. O' Brien/Mrs A. Lee/Mr Rushforth

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus-hse&utm_term=education-inspections-england&utm_content=education-1-sep-20'](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus-hse&utm_term=education-inspections-england&utm_content=education-1-sep-20)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

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“The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.”

PLEASE NOTE: A ‘ONE-SIZE FITS ALL’ APPROACH IS NOT FEASIBLE, SO HEADTEACHERS WILL MAKE INFORMED JUDGEMENTS AND ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).

THE RISK ASSESSEMENT WILL:

- **BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS**
- **RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE**
- **BE SHARED WITH THE WORKFORCE, PARENTS/CARERS & STUDENTS**
- **BE CONSULTED UPON WITH TUs - Elimination: Substitution: Engineering controls: Administrative controls.**

| 1. Hazards Identified and potential harm it could cause | 2. People At Risk | 3. Controls in Place (PROTECTIVE MEASURES) | L | S | Score | Risk | 5. Further Action Required/Recommendations | 6.Completed by (DATE) 7. Responsibility (NAME) |
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| Early Years AND Year One Additional checks | E YP P C V EM | To implement PHE endorsed 'system of controls' to build on the existing protective measures to limit transmission and spread of COVID-19 through enhanced prevention, containment and delay including; <ul style="list-style-type: none"> Hygiene Cleaning Social distancing measures PPE Changes in teaching & learning pedagogy Changes in staff & students routines *For further details refer to full risk assessment | 4 / 5 | 4 / 5 | 20 / 25 | HIGH Risk | <p>*Below are risk mitigation actions which add further to the considerations contained within the original WPT risk assessment.</p> <p>EYFS / BEGINNING YEAR 1 As many children will return to Year 1 in September having missed out on almost half a year of Early Years education. Most EYFS settings spend the summer term preparing children so that they are ready for Year 1, providing a more structured approach. This year will be different.</p> <p>In order to meet the needs of the Year 1 classes, teachers will, where appropriate, provide an Early Years approach to the setting up of classrooms and provision areas. If practitioners feel it is viable to do so, they should provide areas of interest on table tops so that children have practical play activities to be immersed in rather than following the 'teach from the front' approach.</p> <p>In order for this to happen, staff MUST ensure all equipment and resources are cleaned meticulously at the end of each session. Staff will plan for and set up, wherever possible, activities around Small World, Role Play, Block play, Construction and Workshop, following the EYFS guidelines stated below.</p> <p>Teachers will then plan for the needs of the cohort and move onto the more formal approach when the children are ready.</p> <p>CLEANING</p> <ul style="list-style-type: none"> EYPs staff require appropriate PPE (gloves/aprons) for cleaning EYPs require a checklist of equipment to clean eg; table top provision - blocks etc ... Frequently touched surfaces and equipment must be cleaned regularly - as in rest of school Any equipment will be limited to that which can be easily cleaned following a group of children using it. Resources will be cleaned frequently and meticulously or rotated to be left out of reach for a period of 48 hours (72 hours for plastics) between use. No sand, but water outside and children will be provided with individual tubs of play-dough which is only to be used by them. Staff will have a focus on aerobic exercise during outdoor provision with opportunities to exert themselves physically <p>HAND HYGIENE</p> <ul style="list-style-type: none"> At the end of each learning session will be a robust and controlled handwashing session - following the 20 second rule. Posters and games/rhymes to reinforce key message. Staff to practice and model with the children as part of the daily routine. Practitioners will support younger children and children with complex needs who may encounter problems handwashing independently. Robust and thorough cleaning at end of day in each EYFS unit/classroom | |

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| | | | | | | | <ul style="list-style-type: none"> Classroom based equipment (eg: books and games) can be used within the bubble/zone and then thoroughly cleaned. Books are not to be sent home until November 2020. Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches - will be cleaned more regularly than normal. Alcohol based hand sanitiser will be available at all times too. <p>VENTILATION</p> <ul style="list-style-type: none"> Wherever possible, all spaces should be well ventilated using natural ventilation i.e. windows open and door where safe to do so. <p>LEARNING PROVISION</p> <ul style="list-style-type: none"> Smaller class sized groups that are kept apart. No assemblies or large social gatherings. Equipment and resources in the classroom such as books, games and small world play can be used and shared within the bubble and will be cleaned more frequently/regularly. Role play - all equipment must be 'easily cleanable' and cleaned everyday but all dressing up clothes/role play will be removed. Reviewed in November 2020. Atelier - will not be used - the use of 'man-made' resources that are easily cleaned will be reviewed in October 2020. <p>ARRIVAL/DEPARTURE</p> <ul style="list-style-type: none"> The school will deploy staggered starts for students (along with the rest of the school) and will reduce the numbers entering the site at any one time (both children and Parents). Children who refuse to stay or get upset will return home and will try again the day after. <p>COMMUNICATION</p> <ul style="list-style-type: none"> Copies of the updated WPT leaflet and video for staff, Parents and children will be shared in school and online via the school website - as previously for Y1 & Y6 children. <p>STAFF ROOM</p> <ul style="list-style-type: none"> Schools will limit the occupancy of staff/rest rooms and/or find alternative spaces for staff to take refreshments/lunch. <p>For further details of mitigating risk during learning *see Recovery Curriculum.</p> <ul style="list-style-type: none"> EYFS children will enter/depart through their own entrance (wherever possible) and then remain within the EYFS 'bubble'/zone. Teachers and Practitioners will, wherever possible, teach via a 'follow my leader' approach ie: teaching 'from the front' - active rhyme time, story activities, outdoor learning, active maths, craft activities etc ... and within their own allocated space. | |

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| | | | | | | | <ul style="list-style-type: none"> Due to the 'age and stage' of the younger children practitioners will be allowed flexibility in seating arrangements - this will be reviewed in November 2020 ie; Staff working with younger children should avoid close too close contact and minimise time spent within 1 metre of anyone. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. Children will work in same small groups (wherever possible) and won't mix with other groups. Teachers and Practitioners will work with the same group of children (wherever possible) ie; restricting staff rotation around groups. | |
| Broadening attendance in schools (from September 20) - Primary/ Secondary | E YP P C V EM | <p>To implement PHE endorsed 'system of controls' to build on the existing protective measures to limit transmission and spread of COVID-19 through enhanced prevention, containment and delay including;</p> <ul style="list-style-type: none"> Hygiene Cleaning Social distancing measures PPE Changes in teaching & learning pedagogy Changes in staff & students routines <p>*For further details refer to full risk assessment</p> | 4 / 5 | 4 / 5 | 20 / 25 | HIGH Risk | <p>It is the intention of WPT to 'fully re-open' in September but in a carefully considered and phased manner.</p> <p>Essential measures include;</p> <ul style="list-style-type: none"> A requirement that students and adults who are ill will stay at home Robust hand and respiratory hygiene Enhanced cleaning in particular frequently touched surfaces (Additional 'react cleaning' available soon after October half-term) Active engagement with NHS 'track and trace' Reduce contact and maximise distance between those in school <p>Re-opening *see 'Classroom restrictions' section in the Recovery Curriculum for further details</p> <p>PREVENTION, CONTAINMENT AND DELAY MEASURES</p> <ul style="list-style-type: none"> HTs will decide the particular year group order in which students will return - dependent on the specific school circumstances. Staggered start/end times will be considered by HTs for specific year groups - dependent on school circumstances. Students will enter/exit through a separate entrance. Schools will retain their current, distinct bubbles/zones but increase the number of students in each area - no mixing of students. Wherever possible, staff will stay in their own classrooms/zones. In order to facilitate track and trace. However, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. A comprehensive review of the timetable means this movement should be kept to a minimum. Where staff need to move between staff and other year groups they should try and keep their distance between other students and staff as much as they can ideally 2m from other adults. Individual students, in each bubble, are tracked & recorded should symptoms arise. Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should minimise contact and maintain as much distance as possible from other staff. Students will line-up, when coming into class, in order of the back row to front row, to avoid students passing each other. | |

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| | | | | | | | <ul style="list-style-type: none"> • Seating plans and strict restrictions on the movement of children and staff will aid 'track & trace' should a need to self-isolate arise. • Classrooms furniture (desks and chairs) will be set-up in rows, facing the front. • HTs will remove all unnecessary furniture in each classroom. • Students will be allowed to sit side by side/next to each other in a formal seating plan (where appropriate). • Students who may be more prone to low level disruption/engagement will be seated closer to the front. • Wherever possible, each bubble/zone will access their own toilet facility • Secondary schools will establish an intervention room to support students when required, where this cannot be a separate room it should be connected to the isolation/sanction room. • Break times and lunchtimes will be staggered and outside areas will be divided/demarcated to ensure social distancing. <p>FACE COVERINGS</p> <ul style="list-style-type: none"> • In high alert areas; Face coverings should be worn by adults and students in Y7 and above in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. This will be communicated quickly to staff, students and Parents. • All WPT staff and visitors will be provided with full, clear face visors (from November) • Should students opt to wear face coverings (but not in the classroom) they will be provided with instructions on the safe wearing & removal of the covering. Exceptions maybe applied eg; students with a physical disability/impairment • Schools have spare face coverings/masks should they be required • Students will wear face coverings in areas where social distancing is difficult eg: corridors and crowded areas (14.09.20). Face coverings will not be encouraged in classrooms during teaching sessions. <i>"Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom."</i> • SLTs split into teams to avoid 'contamination' should an outbreak arise. • HTs to consider Secondary SLTs having specific remits; Communication, cleaning and H&S, home learning, staff well-being. <p>In the case of a close proximity suspected outbreak HTs will;</p> <ul style="list-style-type: none"> • HTs will act swiftly • Whilst a student is awaiting collection, they will be moved to a well ventilated room (for isolation) with appropriate adult supervision • If the student requires the toilet, then this will be cleaned and disinfected thoroughly afterwards • PPE must be worn by adults caring for the student | |

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| | | | | | | | <ul style="list-style-type: none"> • The HT and CEO will alert the students immediate friendship group ie: 3/4 of immediate friends who are deemed to have been in close proximity • In class HTs will draw a 2m circle from the student's seat (in each room they have visited in Secondary schools) and any student who falls within that defined area will be deemed to have been in close proximity NB: if a student is sat behind someone the student is deemed not to be at risk • For children in EYFS - HTs will outline children who the child predominantly spends time with ie: the child's immediate friendship groups • HTs will insist that staff maintain the appropriate 2m social distancing from students at all times by circulating around the space ie; no direct physical contact with students, therefore staff will not need to be asked to self-isolate if there is a COVID case in school • HTs will count the 14 days of self-isolation from last day of contact within the past 2 days • For students traveling by car to school, students sharing transport will also be included in the track & trace alert and be deemed to have been in close proximity by HTs <p>MUSIC</p> <ul style="list-style-type: none"> • Whole class practical instrumental music teaching will be postponed until November 2020, with a focus on a non-practical delivery eg; such as study of composers, comparison of musical genres etc ... • Whole class singing will not take place unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. • Small ensemble groups (both instrumental and singing) will only take place if teachers can ensure strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Volume and projection from performers must be kept to a minimum. • Peripatetic lessons will continue as normal as long as social distancing is maintained and students have their own, dedicated instrument which should not be shared. Avoid close face contact - teacher avoid facing students when playing wind/brass instruments or singing Teacher will avoid situations where distancing requirements are broken; for an example demonstrating on the same piano. • Pupils will place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. • Piano, keyboards and percussion instruments that are shared will be disinfected regularly (including any chairs and music stands) and always between users. This is in line with the government guidance on cleaning and handling equipment. Instruments will be cleaned by the pupils playing them, where possible. • Each pupil will have their own music scores, parts and scripts to limit the handling of resources. | |

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| | | | | | | | <ul style="list-style-type: none"> • Peripatetic teachers will not collect pupils from classrooms in order to maintain as much distance from other staff and pupils. • Music public performances to an audience will be postponed until January 21. <p>A detailed PE risk assessment outlining generic PE risk mitigation measures, alongside specific sports safety measures is available (via AML and the PE team)</p> <ul style="list-style-type: none"> • Schools will have individual policies regarding the reporting of injuries; however, pupils' wellbeing should be dealt with as a priority. Following controls; • Rigorous cleaning, personal hygiene and regular hand hygiene for staff administering 1st aid. • An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, is recommended. • Face coverings are also advisable when undertaking treatment. • After contact with an injured participant, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained. Avoid touching your mouth, eyes and nose. • Adults, when circumstances allow, should maintain a 2m distance from students (particularly in Secondary) and avoid close face contact and minimise time spent within 1m of anyone. • Shared resources between bubbles/zones will be 'cleaned frequently and meticulously', rotated and/or left unused every 48 hours (72 hours for plastics). • READING BOOKS CAN NOW BE SENT HOME IF THEY ARE QUARENTINED & PUT AWAY AND NOT TOUCHED) FOR 48 HOURS FOLLOWING THEIR RETURN. • Assemblies and collective gatherings which require students to cross zones or gather closely, will not be held. • Schools will limit the occupancy of staff/rest rooms and/or find alternative spaces for staff to take refreshments/lunch. • School will manage visitors/contractors onsite. They will be met with a combination of advice/guidance in regards to the schools COVID control measures and detailed record keeping - where possible visits will be organised outside of normal school hours. Records of visitors will be kept and stored securely for a period of fourteen days to enable track and trace. • School will engage with the local immunisation providers regarding onsite immunisation programmes and ensure they will be delivered in keeping with the schools COVID control measures • Intervention space - 1:1 or small groups drawn from one zone only at a time <ul style="list-style-type: none"> • HTs will identify an appropriate space • Staff and students wash hands thoroughly before and after each session • Separate desks, suitably distanced in the room • Equipment set up in room prior to start of session • Student(s) collected from classroom and follow member of staff (socially distanced) • Desk and equipment cleaned thoroughly after each session | |

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| | | | | | | | <ul style="list-style-type: none"> Staff minimise time alongside a student and support from the behind the student wherever possible <p>VENTILATION</p> <ul style="list-style-type: none"> Natural ventilation - an adequate supply of fresh air/ventilation (windows/doors open) should be used to provide constant 'background ventilation. Opening internal doors to assist air flow. External doors (not fire doors) may be used wherever it is safe to do so. HTs will balance the need for increased ventilation against the comfort of staff and students eg; use high level windows, increase ventilation when the room is vacant and rearrange furniture to avoid draughts. Students may wear additional warm clothing whilst indoors. Mechanical ventilation - should be adjusted, wherever possible to full, to increase the flow of fresh air or operated as normal within in a single room to assist outdoor air supply (ie: Ashwood Primary). <p>*SEE ORIGINAL RISK ASSESSMENT;</p> <ul style="list-style-type: none"> Clean hands thoroughly Hand sanitiser Catch it, Bin it, Kill it Enhanced cleaning schedule - classrooms, shared areas, frequently touched surfaces, toilets. Minimum twice daily Reduce clutter PPE - needed only in a very small number of cases ie; illness and intimate care Waste disposal - double bagged and store for a minimum of 72 hours <ul style="list-style-type: none"> 15.07.20 - cleaning in non-healthcare settings outside the home advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <p>TEST & TRACE (NHS)</p> <ul style="list-style-type: none"> All staff will be made aware (and understand) the latest PHE advice; book a test, provide details of close contacts, self-isolate. Test booked via NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ "By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits." <p>MANAGING CASES IN THE SCHOOL COMMUNITY</p> <ul style="list-style-type: none"> Schools will take swift action if a student is tested positive Contact local PHE (NHS test & trace) School work closely with local health protection team and act upon expert advice provided | |

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| | | | | | | | <ul style="list-style-type: none"> School will send home any student who has been in close contact with the person tested positive, including any siblings. Students will remain at home until tests results arrive. School will record students and staff in each bubble <p><i>"In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice."</i></p> <p><i>*REFER TO REVISED FLOWCHART - MANAGING CONFIRMED/SUSPECTED CASES.</i></p> <p>MANAGE CONFIRMED CASES</p> <ul style="list-style-type: none"> In the event of someone who has attended school and then tested positive, school will contact the local health protection team and follow their advice. HTs will establish 'close contacts' asap to enable track & trace eg: DOB and contact numbers. HTs will establish which rooms the cases have been in, so a deep clean can be undertaken. <p>REMOTE LEARNING</p> <p>*see previous risk assessment</p> <ul style="list-style-type: none"> HTs will adapt and adopt the revised WPT safeguarding policy - 01.09.20 which explicitly recognises the need to manage safeguarding concerns whilst remote learning. Eg; what's visible in the background, use only WPT approved platform, report any issues, concerns and/or misuse, refer to the 'etiquette' of good video conferencing, lessons well prepared in advance, establish ground rules for behaviour, restrict functionality of the call. HTs will develop contingency plans should a local lockdown requires students to work remotely from home (by the end of September 20). If staff are self-isolating at home but show no symptoms they will be instructed to support home learning <p>FIRE EVACUATION</p> <ul style="list-style-type: none"> HTs, Estate Manger and Site Managers/Caretakers will review the evacuation assembly points and each zone allocated an evacuation point. All staff will familiarise themselves with evacuation procedures and evacuation routes. In the case of evacuation, clearing the building is a priority and may require students and staff to briefly cross zones. | |

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| | | | | | | | <ul style="list-style-type: none"> • The students will leave each hub immediately through their nearest, dedicated fire exit. The immediate safety of students is paramount and takes precedence over social distancing procedures. Students will return via their allocated entrance back into the school • Staff will accompany the students to the fire assembly point • Fire assembly points will have additional markings (1 m apart) to ensure social distancing of employees and students • Children must maintain 1m distancing when congregating at their allocated fire assembly point. • Both staff and students will be informed in advance of the procedures and additional fire practice/rehearsals will take place <p>PRIMARY PPA</p> <ul style="list-style-type: none"> • Schools will adhere to their commitment to PPA, but time will be provided on ad-hoc basis and not necessarily in larger blocks of time, dependent upon cover availability. <p>CATERING</p> <ul style="list-style-type: none"> • Schools will complete the catering remobilisation questionnaire and will develop a bespoke plan for the delivery of cold choice/hot snacks in conjunction with the catering team and their H&S team - the offer is dependent upon the physical nature of the school site. <p>STAFFROOM/WORKROOMS</p> <ul style="list-style-type: none"> • Schools will limit the occupancy of staff/rest rooms and/or find alternative spaces for staff to take refreshments/lunch. • Additional electrical devices eg; toasters/kettles must not be taken into classrooms. <p>COMMUNICATION</p> <ul style="list-style-type: none"> • HTs will communicate re-opening plans & should an outbreak occur to Parents/ students via text, email or letter plus Trust, LGBs. • Updated copies of the WPT leaflet and video for staff, Parents and children will be shared in school and online via the school website - as previously for Y1 & Y6 children *see Recovery plan 'Principles of recovery' • Clear and consistent message regarding attendance and support for those who may be anxious. • HTs to instruct all staff to have NO engagement with local media. Communication will come directly for the Trust and HTs only. • No names of anyone showing COVID symptoms or self-isolating will be shared with the wider community. • HTs will reassure vulnerable/anxious staff members. <p>SUMMER HOLIDAY</p> <ul style="list-style-type: none"> • HTs will monitor staff illness over the summer break and the potential impact this may have on re-opening. • Staff to inform HT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. | |

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| | | | | | | | <p>Latest advice ... “The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.”</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p> <p>ATTENDANCE</p> <ul style="list-style-type: none"> Schools will return to the ‘usual rules’ of attendance including recording attendance/absence and the issuing of sanctions, including following the local Attendance Matters protocols/sanctions. <p><i>Schools will “use the additional catch-up funding schools, as well as existing pastoral and support services, attendance staff and resources and schools’ pupil premium funding to put measures in place for those families who will need additional support to secure pupils’ regular attendance.”</i></p> <p>Guidance 06.08.20 https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p> <p>New attendance code X - ie: Students not attending school in circumstances related to coronavirus (COVID-19)’ for 2020 to 2021 only.</p> <p>Used if students show COVID symptoms and are required to self-isolate OR a household member shows symptoms and are required to self-isolate OR an imposed quarantine period following the students return to the UK from overseas travel. Information provided for schools.</p> <p>TRUST TRANSPORT (DEDICATED) Eg; transport to Ulley or daily ‘pick-ups’ of students</p> <p>The guidance states ... “Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.”</p> <ul style="list-style-type: none"> Students will remain with other students from their peer group bubble Students will board/disembark the bus in an orderly manner/queue Students will board and disembark in seating order Students will occupy the same seat for all journeys Students and staff will hand sanitise upon boarding/disembarking No food or drink will be consumed on the transport | |

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| | | | | | | | <ul style="list-style-type: none"> • Singing and shouting will be discouraged • Students and staff will leave the front bench seat vacant • Only the driver will be in the cabin of the vehicle, unless the staff member is from the same school as the students • Driver to be seated last and exit first • Plastic coated seat covers will be added to the mini-bus seats • Additional cleaning of the mini-bus will take place after EACH journey - spray and wipe on driver controls before, seat covers and high touch surfaces • Ventilation via open windows/vents will be maximised (where possible and appropriate) - weather and speed to be taken into consideration • Students will keep maintain social distance within the mini-bus if possible • Students will wear face coverings of any type ie; that covers nose & mouth - unless exempt <p>SCHOOL WORKFORCE Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from August 1st as long as they maintain social distancing. • School leaders should be flexible in how those members of staff should be deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. <p>STAFF SHIELDING - updated 13.08.20 Latest 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</p> <p>Shielding measures paused 01.08.20, unless a local lockdown is imposed.</p> <p>STUDENTS SHIELDING - updated 28.08.20 <i>"The majority of pupils will be able to return to school" but a small number will still be unable to attend because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend."</i></p> | |

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| | | | | | | | <p>PREGNANT WOMEN From August 1st WPT will follow national advice that states that pregnant women (who are considered clinically vulnerable) are able to return to work safely as school leaders will have implemented a range of appropriate 'control measures' eg; in particular, maintaining social distancing as much as possible, additional cleaning and rigorous hygiene measures across the school site.</p> <p>Should social distancing measures be unable to be routinely maintained eg; working with younger children and/or those with additional needs, then school leaders will carry out an individual risk assessment and consider whether PPE is to be worn by pregnant employees. In exceptional circumstances, the individual risk assessment may recommend that the pregnant employees work within a safe, secure zone within the school.</p> <p>School leaders will discuss arrangements with all their pregnant employees prior to their return to work.</p> <p>WPT recognises that a proportion of pregnant employees may be at greater risk of severe illness from coronavirus. If they have received a shielding letter from the NHS advising them to stay at home (where possible), then they will not be expected to be attend their place of work and will be asked to support the remote learning of students.</p> <p>EDUCATIONAL VISITS - *see additional risk assessment Guidance states ... <i>"In the autumn term, schools can resume non-overnight domestic educational visits."</i></p> <ul style="list-style-type: none"> • Can resume when deemed appropriate by the Trust, with schools continuing with all protective measures, making a full risk assessment prior to the visit and adhering to the venues expected additional safeguards. <p>UNIFORM</p> <ul style="list-style-type: none"> • Students will be expected to wear uniform as normal <p>EXTRA CURRICULAR PROVISION INCL. BREAKFAST CLUBS</p> <ul style="list-style-type: none"> • Extra-curricular activities will operate via google hangout <p>When WPT decides to reopen extra-curricular activities we will use the following guidance to ensure all COVID protective measures are in place this may include restrictions on numbers within bubbles ie: small, consistent groups of students, as well as limiting the number of activities provided for students. Any provision will be built up over time.</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> | |

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| | | | | | | | <p>BEHAVIOUR</p> <ul style="list-style-type: none"> HTs will update their behaviour policy in line with any new rules/protocols and this will include the issuing of sanctions (“clear, consistent, reasonable and proportionate”). Changes will focus on the consequences of breaking rules to social distance/movement within school and new hygiene rules. Secondary schools will establish an isolation room/sanction room/detention room in each zone. Fixed/permanent exclusions be used appropriately by HTs. Any changes will be communicated to staff, students and parents. Schools committed to working with local agencies PX a ‘last resort’ <p><i>Further advice found at:</i> https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf</p> <p>SHARED SITE</p> <ul style="list-style-type: none"> Buildings (specifically internal areas located within bubbles) will NOT be subleased to the public whilst zoning restrictions are in place, this includes temporarily restricting other establishments utilising facilities eg; Sports hall until such restrictions on movements are lifted. This will be kept under constant review. <p>ALTERNATIVE PROVISION OFF-SITE</p> <ul style="list-style-type: none"> All off-site provision will be postponed and reviewed in October 2020. <p>RECOVERY CURRICULUM For further details, how schools intend to restore the positive mental health and well-being of students following lockdown and return to being successful learners *see Recovery Curriculum.</p> <p>“kindness, compassion, flexibility”</p> <ul style="list-style-type: none"> Re-build relationships and promote positive mental health Return to the daily safe structure & routine Re-build the sense of community Well-being scaling for students The importance of a nurturing environment The importance student voice Curriculum ie; pick up learning just where students left off, help students make sense of the pandemic, remove any anxieties and help re-engage with learning. Three tiered ‘Pathway of support’ and the five ‘Levers of recovery’. Subject specific recovery plans – English, maths, PE, EYFS, PHSE etc ... Marking and feedback advice and guidance School discipline policy Staff well-being | |

FOOTNOTES

EHCP Footnote

No new national guidance re- the modification of the EHCP process in response to COVID but Govt. will allow flexibility in response to local demands - valid until 25th September.

“Risk assessments may prove useful now and over the autumn term, in identifying what additional support children and young people with education, health and care plans need to make a successful return to full education. Risk assessments may also prove useful if children and young people have to self-isolate, or if a local outbreak of coronavirus (COVID-19) requires a school to return to more limited attendance, or temporarily close.”

For further information <https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus>

MENTAL HEALTH Footnote

Professional resources available <https://www.minded.org.uk/>

FACE COVERING Footnote

Latest advice <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>.

NB: PHE does not currently recommend the use of face coverings in schools under ‘COVID CONTROL MEASURES’ unless local restrictions are applied – in such situations face coverings should be worn by adults and students in Y7 and above in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

E-BUG Footnote

Website link: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

Employee H&S duties placed on schools regarding First Aid ie: guidance for First Aiders to mitigate risk
<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

EEF COVID-19 support for schools download;

<https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/covid-19-support-guide-for-schools/>

PHE ADVICE TO MINIMISE THE RISK OF COVID-19 SPREAD

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

Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

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

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the [guidance on isolation for residential educational settings](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

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

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

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

KEY DOCUMENTATION

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

NSPCC ADVICE

NSPCC advice and guidance on returning to school including; safeguarding, mental health and well-being and remote learning.

https://learning.nspcc.org.uk/news/2020/june/returning-to-school-after-coronavirus-lockdown?utm_source=adestra&utm_medium=email&utm_campaign=AV3417*&utm_content=NSPCC_Learning+Learning_newsletter_9+Jun20&ac=#heading-top

HSE SAFETY PROCEDURE CHECKS

HSE are starting to phone schools to ask about health and safety procedures.

The kinds of things you may be asked in a short (but intense!) conversation with the head, are as follows:

- Are you currently open?
- How many staff are in (this is set groups)?
- Would you say that we are good / average or poor in controlling the risks?
- Have you read and understood Government documents - they named a few?
- What would I do if:
 - Parent told you they were testing positive
 - A child was tested positive?
 - A member of staff tested positive?

- Do you have a risk assessment in play for COVID?
- Who was involved in the putting the risk assessment together?
- Where the TU involved? Which ones?
- How confident are you that staff can keep their recommended 2m social distance?
- Can you list changes that you made in school to allow the 2m distancing to take place?
- Cleaning - what are you doing?
- Do you have areas that are 'high touch points' and what is happening to those areas?
- Do all children have access to sinks?
- Is there hand sanitiser (at least 70% alcohol) freely available around school?
- What DFE/PH documents have you read/referred to support your RA?