

Activity/ Situation	COVID SECURE ARRANGEMENTS				
Location	Sheep Dip Lane Academy				
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✘ Social Distancing Measures Not Followed During Travel to and from School ✘ Inadequate Cleaning/Sanitising ✘ Shared Resources ✘ Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✘ Site User Becoming Unwell ✘ Site User Developing Symptoms ✘ Inadequate Hand Washing/Personal Hygiene ✘ Inadequate Personal Protection & PPE ✘ Visitors, Contractors & Spread of Coronavirus ✘ Inadequate Ventilation ✘ Arrangements for Boarding Schools During Pandemic 				
	CONTROL MEASURES		ADDITIONAL INFORMATION	YES	NO
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>					
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>					
<p>From 8 March, all pupils should attend school.</p>					
<p>Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</p>					
Consistent groups (bubbles) are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>See wider opening organisational plan. SDLA has 4 phase provisions: EYFS (Nur/Rec), KS1, LKS2 (Y3, Y4) UKS2 (Y5 and Y6). Staffing will remain consistent with the exception of gate duties by SLT, lunch duty hall support by class teachers and HLTA/UQT/Supply support for PPA cover. All staff to staff dialogue and training will continue to be done virtually Inc. inclusion support and a daily staff briefing. Phone or radio communication to admin will remain.</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>	<p>Staff forum will reinforce that in March the bubbles need to remain. Staff signing in using Share point records staff within the zones each day. Pupils recorded using registrations system and SIMS management data system</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible</p>	<p>Bubbles are not mixed including playtimes and lunchtimes. Zones all have their own play areas marked outside and within the main building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).</p> <p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'</p>	<p>SDLA are running 4 bubbles classes within bubbles to ensure no mixing as an added precaution</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups</p>	<p>All pupil phase bubble groups are seated at distanced desks wherever possible Y1-6. Within EYFS the pupils access indoors and outdoors continuous provision allows flexible spacing between pupils where possible, circle times are limited to 5-10 mins with small groups seated on the carpet. Zones all have their own play areas marked outside and within the main building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible</p>	<p>The main school hall is the only space that is used by the whole school however the use of this space is staggered and being</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	cleaned between classes/bubbles			
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Handwashing and sanitising within the younger children's timetable and routine will be trained and reinforced during wider opening in March 21. These procedures have been reinforced with all children throughout the various stages of the pandemic and will continue to be reinforced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Wider opportunities specialist teaching will have children from 2 class bubbles, these will still be from within green zone. Hall sittings Y1 and Y2 unit will be seated separately but use the hall at the same sitting time, they will still be from within blue zone only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Siblings may be in different groups	A siblings list has been prepared if in need for control measures if required for a test positive case within school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	It is important to continue to work together and we need all staff to be flexible in how we work. Whilst we have staff supporting class bubbles however, in times where we may have a number of staff absent we may require staff to be flexible in order to stabilise teaching and learning for children. Principles across the Trust have been required to calculate optimum numbers for the running of the academies. If staffing falls below these limits, then classes will have to be absent from school or the school will have to close for a period of time. Leaders have contingency plans for this. There may be occasions, in the event of emergency where staff are shared across other academies. This will be in full-consultation with all staff members and will only arise in the worst-case scenario. To support PPA cover some staff will work between classes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and Year Groups and/or supply may be necessary. However, LFT testing is in place and being undertaken by all staff.			
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Refer to the organisational plan for March wider opening. 1 HLTA covering PPA will remain in red zone. 1 Teacher moving between Red and Blue for NQT support 1 UQT (or supply) covering PPA will remain in green zone wherever this is possible to do so. 1 thrive practitioner will be in orange zone to support pupils who may require thrive 1-1 or small group support. No other staff will be moving between groups/zones.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number of interactions or changes are minimised wherever possible	Timetables and routines will remain in place and not be changed wherever possible. Assembly carried interactively. Some teaching sessions will be delivered in a blended learning approach with remote provision i.e. music service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where possible adults maintain a 2 metre distance from each other, and from children	Staff forum on 05/03/2021 will remind all staff that within class or zone bubbles distancing between adults must be kept in place e.g. in the staff facilities rooms for lunch breaks, near photocopiers and within class bases. Previous staff forums have reinforced the 2 metre distancing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- direct close contacts - face to face contact with an infected individual for any length of time , within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-	Face coverings to be worn at all times within the building by all staff. Staff to continue side support with a child for learning, if face-to-face or close proximity contact is required e.g. intimate care needs or physio needs for SEND requirements an individual pupil risk assessment is in place and staff can wear PPE which is supplied by the academy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person				
<p>Educational and care support is provided as normal to pupils who have complex needs or who need close contact care with other increased hygiene protocols in place to minimise the risk of transmission</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual SDLA – SEND support if face-to-face or close proximity contact is required e.g. intimate care needs or physio needs for SEND requirements an individual pupil risk assessment is in place and staff can wear PPE which is supplied by the academy. For intimate care needs the medical room on the west corridor is to be used and all other cleaning procedures followed by support staff following use. 1st dose vaccines have been provided by 4 members of staff with direct physical contact with an CEV child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, local authorities, health professionals, regional school's commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers</p> <p>In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place</p>	<p>CEV Children shielding remains up in place up to the 31st March, remote provision will be provided. Copies of the shielding letters will be requested from parents. 1st dose vaccines have been provided by 4 members of staff with direct physical contact with a CEV child.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils are seated side by side and facing forwards, rather than face to face or side on</p>	<p>Seating arrangements for classes in KS1 and KS2 children will be seated in rows or in a u shape rows seated side by side facing the teacher's main teaching whiteboard point. Seating can be flexible to support the curriculum and timetabling e.g. carpet time, circle time but markings on the floor will indicate how this will</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>be done and seating plans will be displayed in each classroom for reference points. Carpet time is currently being limited due to new variant to reduce risks further with a 2m marked out square from the main teacher's teaching point in all classes.</p>			
<p>Unnecessary furniture has been moved out of classrooms to make more space</p>	<p>Furniture not necessary/required to be stored within the spare classroom at the back to allow a teaching space if needed for blue Y1 group. Thrive 1-1 will be done in a quiet space within the classroom or close by the classroom within the same zone wherever possible with the exception of 2 pupils Y5 & Y6 who have an individual risk assessment in place for support within the Croft team room for safety.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Large gatherings such as assemblies or collective worship with more than one group do not take place</p>	<p>Assembly timetables to follow, whole school or phase assemblies to continue virtually via Teams. Daily class based assembly to be timetabled and done within a class circle time. Heads award assembly each Friday morning to be done virtually via Teams. Photos to be emailed home by teacher as parents/carers will not be attending on site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building</p> <p>Avoid creating busy corridors, entrances and exits</p>	<p>Movement is only required to PE in the hall or lunch in the hall. All other movement remains within zones or classroom bases only. No pupil or staff to go to admin, phone/radio/admin request email to be used. Entry into the hall is within the organisational plan: red zone through the music room, blue zone from the west corridor, green zone from the front entrance door, orange from the west corridor bottom door only. Corridor markings and one way systems.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Break times are staggered so that all pupils are not moving around the school at the same time	Refer to organisational plan for staggered times for entry and exit onto and off site, break and lunchtimes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch breaks are staggered	Refer to organisational plan for staggered times for entry and exit onto and off site, break and lunchtimes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day	Staff facilities are divided into zones with different rooms and toilets being used by the zone staff only. Chairs have been removed to ensure staff do not sit within 2 metres of each other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times Virtual staff meetings could take place where staff stay in their classrooms and join the meeting.	Staff meetings taken place regularly, weekly briefings/emails sent. Meetings are remote where possible and where not possible staff ensure 2 metre distancing and the wearing of face coverings at all times in a ventilated room	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may include: <ul style="list-style-type: none"> condensing or staggering free periods or break time but retaining the same amount of teaching time keeping the length of the day the same but starting and finishing later to avoid busy periods	Refer to organisational plan for staggered times for entry and exit onto and off site, break and lunchtimes. Parents sent reminder letters week commencing 1 st March 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	CYPS Bulletin 1 parent/carer onto site for Nursery-Y4 only. Y5 and Y6 parents/carers not to accompany onto site past the gate for orange zone. Refer to the organisational plan, for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>blue, green, red and purple zones there are markings to show the route in and out of site. SLT lead the gates to provide guidance and also ensure this is adhered to by all parents coming onto site. Near Broadwater drive gate there is an overspill zone to prevent queueing and distancing to be breached if waiting to enter site.</p> <p>Parents to wear face coverings at all times on site unless exempt. Reminder letters sent week commencing 1st March 2021.</p>			
<p>All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing</p> <p>This an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt</p>	<p>All visitors to school premises have been informed to wear a face covering in addition to social distancing (apart from those exempt) updated prior to start of spring term 3.1.2021 again reminders given for wider opening on the 8th March 2021</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time</p> <p>This will reduce the amount of people assembling in and around the school grounds and will help with social distancing</p>	<p>All parent/carer drop off communication provides this reminder. Reminder letters sent week commencing 1st March 2021.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school</p>	<p>Individual parent/carer letters have been sent out initially in Sept 20 then as updates have been necessary for each pupil with the gate and timings for coming to site and collection times to minimise adult to adult contact.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)</p>	<p>Individual parent/carer letters have been sent out initially in Sept 20 then as updates have been necessary for each pupil with the gate and timings for coming to site and collection times to minimise adult to adult contact.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It is made clear to parents that they cannot gather at entrance gates or</p>	<p>A letter has been sent out as a reminder 3.1.2021 and again</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	week commencing 1 st March 2021 to all parents/carers and on the academy website that has all the information on for gates/entering site, leaving site.			
Schools can resume education day visits from 12 April. Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID secure measures in place at the destination	Plans are being explored for potential visits to take place in summer 2. Documents have been received from the Educational visits team from the LA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools can undertake domestic residential education visits, from 17 May Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.	Plans are being explored for potential visits to take place in summer 2. Documents have been received from the Educational visits team from the LA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are kept within their consistent groups (bubbles) for the purpose of the domestic residential educational visit	Full guidance will be adhered to when planning any potential residential visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Given the likely gap in COVID-19 cancellation related insurance, schools considering booking a new visit are advised to ensure that any new bookings have adequate financial protection in place You should speak to either your commercial insurance provider, the Risk Protection Arrangement (RPA) or an outdoor education adviser to assess the protection available and make sure it provides suitable protection in the event of a COVID-19 related cancellation	Guidance to be sought from the Trust insurers to ensure adequate financial protection is in place prior to booking any residential visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools do not go on any international visits this academic year up to and including 5 September 2021 The position beyond 5 September will be reviewed again in advance	The school do not participate in any international visits	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

School will work to resume all before and after-school educational activities and wraparound childcare for pupils.	After school provision to be re-commenced 7 th June 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	Link with 3 local providers this affects families with siblings younger. 0 pupils currently access childminder facilities 3.1.2021.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
From 17 May, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting	Any after school provision will contain children from different bubbles. However numbers will be limited to 15 per session and will take place outside as much as possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smaller groups should be considered when it is not possible to keep children in consistent groups every time they attend the setting	As above numbers will be limited to 15 per session and will take place outdoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When considering appropriate group sizes important factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation are taken into account For example, guidance for providers of grassroots sports and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 10 sqft per person. The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extra-curricular provision, including appropriate group size	Our internal hall space has been reviewed in line with the guidance and we are currently adhering to 2 metre square per person. This allows for 15 per session in our internal hall setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities taking place outdoors can happen in groups of any number This is because the transmission risk is lower outside	Numbers will still be limited to 15 per session as if the weather is inclement then the activity may need to take place inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures • send them the link to the guidance for parents and carers 	<p>Parents have been advised and reminded in a letter week commencing 1st March 2021.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have:</p> <ul style="list-style-type: none"> • considered the relevant government guidance for their sector • put in place protective measures 	<p>No lettings at current time aside from Pinfold Lease. However PiL have sole occupancy of this building</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Social Distancing Measures Not Followed During Travel to and from School</p>				
<p>Parents and pupils are encouraged to walk or cycle to their education setting where possible</p>	<p>Letter reminder to be issued around gate points and consideration to community members for considerate parking to include it is preferable for pupils to walk to school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport</p>	<p>Safer travel guidance for passengers Parents/carers have been made aware of the Government guidance around public transport and mask wearing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Cleaning/Sanitising</p>				
<p>A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place</p>	<p>Room checklists recorded and checked throughout the day, morning break times cleaning schedule to be maintained, tables, chairs, sinks, toilet areas wiped down and sprayed. Additional lunch time cleaning from Metroclean scheduled and shared with site team 11.30 – 1.30. All staff toilet and eating facilities cleaned between use</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	and at the end of the day. Site cleaning teams clean, mop and replenish soap, hand towels and sanitiser every morning.			
Frequently touched surfaces, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Metroclean staff clean before and after the school day ensuring they record this on the checklists. Additional lunchtime clean Metroclean scheduled and shared with site team 11.30 – 1.30. All staff toilet and eating facilities cleaned between use and at the end of the day. Site cleaning teams clean, mop and replenish soap, hand towels and sanitiser every morning. All pupil toilet areas and adult toilet areas has a cleaning schedule with support staff and cleaning staff on rota and each area has an individual checklist. Sanitising products are in place for adults to also use after use for additional cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	On entry and exit staff to sign in electronically on SharePoint. Photocopiers to be wiped down with screen wipes after use, sanitiser to be used before and after use of all touch point screens. Signage in place to ensure staff adhere to the procedure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bins for tissues and other rubbish are emptied throughout the day	Cleaning teams to empty blue tissue bins in every room in use and disinfect the bin each morning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Cleaning material stock take to be done weekly by site manager to ensure timely orders are placed and stocks remain available. PPE, tissues stock take done every Wednesday morning by office manager and staff in each zone/bubble to ensure they place a request form via email for any stock they require replacing before this runs out. Office manager to place an order request with ELP Trust weekly to ensure adequate stock is in situ.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Each class to have allocated play equipment in a box/bag. Cleaning products must be used after use at the end of every break time and lunch play by the class LSA. Equipment counted out and back in. Checklist for cleaning play equipment to be recorded daily by the LSA after cleaning the equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playground equipment should be more frequently cleaned	This would also apply to resources used inside and outside by external providers. Equipment use by Activ8 is cleaned after usage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Rec-Y6 pupils to have a zip wallet with frequently used items inside e.g. pencil, whiteboard, w/b pen and rubber, ruler, rubber, pencil sharpener. All staff have their own equipment New packs have been prepared.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom based resources, such as books and games, can be used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces	Reading book returns boxes to continue, procedures in place for return of books with an in basket and out basket. Reading books are also allocated online using procured resources Reading Eggs. Painting equipment to not be shared between class/unit bubbles, this is to be cleaned down after use with hot water, soap and disinfectant spray by the class LSA/Teacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	<i>SDLA – large PE equipment, mats, climbing frame, table tops should be cleaned down after a class has used them before the next session begins.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils should limit the amount of equipment they bring into school each day, including essentials such as lunch boxes, hats, coats, books,	Hats, coats and bags to be stored on child's peg in cloakroom. Lunch boxes to be wiped down and put on	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

stationery, bags and mobile phones (depending on school policy)	separate zone trolley. Y5 and 6 only are allowed a mobile phone as they may walk alone to school. Individual lidded storage boxes named to be used			
<p>The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either:</p> <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use</p>	Sensory equipment i/.e play doh, children have their own allocated tub. All other equipment is cleaned and disinfected where possible and practical. Whole unit is zappistised on Friday ready for use again the following week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources</p> <p>It is very difficult to adequately clean exercise books so the school may need to isolate the books for 48 hours before marking</p>	It is very difficult to adequately clean exercise books so the school will isolate the books for 48 hours before marking. Wherever possible marking takes place within sessions to avoid books being taken off site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Devices to be used within a zone bubble, labelled and wiped down between users as they are placed back on charge	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	School will ensure 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 10 days, and ensuring anyone developing those symptoms during the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19)			
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Trust guidance would be followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test have been in close contact with someone who tests positive for coronavirus 	Parents/carers must inform the school using the alerts@sheepdiplane.doncaster.sch.uk email regarding any confirmed positive test results within friends or family or contact from NHS Test and Trace. Staff to take part in the optional IFD testing on a Sunday and Wednesday evening prior to attending school the following day. This has also been offered to students and external regular provisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test). If an LFT test is taken first and a PCR test is then taken within 2 days of the positive lateral flow test and is negative, it overrides the LFD test and the pupil can return school 	Full guidance given to all staff and/or visitors within this risk assessment. Staff forums are help to reiterate guidance, next staff forum 30/04/2021. If a LFT test is inconclusive advised to take a second test. If positive then advised to self-isolate and book a PCR. If the PCR test is taken within 2 days of an LFT and is negative the child can return to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pupil or staff member who tested positive for coronavirus can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia This is because a cough or anosmia can last for several weeks once the	Full guidance given to all staff and/or parents/carers within this risk assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advised them to stay at home and seek medical advice				
<p>The school recognises that if they have two 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 will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required</p> <p>You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</p>	<p>Procedures in place as outlined by the Trust and Public Health England. SLT updated and fully aware of these procedures.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.</p> <p>While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice</p>	<p>Currently as at 26th April 2021 no children are attending more than one setting. However this will be reviewed termly and guidance offered.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support</p>	<p>Procedures are in place with regards to welfare checks. Remote education can be provided using online resources including Seesaw, Tapestry, Mathletics and Reading Eggs</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission</p>	<p>Staff to engage with regular testing to minimise transmission of covid when staff may be asymptomatic using centralised testing. However,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested	all staff aware they may still be infectious with a negative result therefore strict procedures remain in place including good hygiene, 2m social distancing remains in place and the wearing of face coverings			
All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend	2 Children CEV are aware and have returned to school on the 8 th March 2021. Individual risk assessments are in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions	All affected staff have returned to the work place. Individual risk assessments are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff with specific health conditions who fall within the CEV category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible Individual risk assessments are needed and guidance must be sought	As above, all affected staff have returned to the work place. Individual risk assessments are in place. All affected staff are aware and have received 2 doses of the vaccination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	Individual Risk Assessment are in place. Advice sought on a case by case basis. Individual Risk Assessments will need to be subject to regular review, last review prior to the return of wider opening on the 8 th March 2021. Staff are aware of the need to attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission	As above individual risk assessments are in place and subject to regular review. Staff are aware of the need to attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention	As above individual risk assessments are in place and subject to regular review. Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

practice in the workplace and at home	are aware of the need to attend school.			
<p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19) where it is not possible to work from home, these staff can attend school as long as the system of controls</p> <p>information available on who is at higher risk from coronavirus</p>	<p>information available on who is at higher risk from coronavirus</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Pregnant women are in the 'clinically vulnerable' category</p> <p>School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment.</p> <p>Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase.</p> <p>Individual Risk Assessments will need to be subject to regular review</p> <p>RCOG Q&A covid19 virus infection and pregnancy</p>	<p>Two members of staff are currently on maternity leave. Individual risk assessments are in place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Whilst pregnant women are at no greater risks of catching Covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term.</p> <p>3rd Trimester 28 weeks and over</p>	<p>Whilst it is not the automatic right of pregnant staff over 28 weeks to be excluded from work at ELP the following will take place</p> <ul style="list-style-type: none"> Expectant mothers risk assessment will be reviewed regularly <p>(timescales for the review to be agreed with staff member and line manager in order to ensure all staff concerns are addressed at the earliest possible point</p> <ul style="list-style-type: none"> Workplace adjustments will be put in place by agreement with the employee to limit the risk of exposure to the virus Work from home arrangements will be put in place wherever possible 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> • The employee is aware of the need to advise you of any changes that may affect the risk assessment • The Risk Assessment is signed by the member of staff 			
<p>All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing</p> <p>Read about the: extra mental health support for pupils and teachers, Wellbeing for Education return programme</p> <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	<p>This has been reinforced to staff during staff forums and health & safety guidance</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Volunteers may be used to support the work of the school, as would usually be the case</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible</p>	<p>The use of parent volunteers only is in place with DBS checks. From March 2021 any wishing to continue voluntary support for pupils will be trained in school's arrangements for managing and reducing risk using Trust documentation and CPD materials on health and safety</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual</p>	<p>Interventions are being provided as usual. As with all external contractors, all visitors to school are asked to familiarise themselves with this risk assessment and sign to agree.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to</p>	<p>Consider longer engagement of supply staff to minimise movement between sites Refer to the Music Dance and Drama risk assessments for</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>minimise contact and maintain as much distance as possible from other staff</p> <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year</p>	<p>detailed information regarding peripatetic teachers</p> <p>LFT Testing has been made available for students from SHU and services with regular attendance on site: Activ8 coach, Bob Martin basketball, schools catering and Metroclean staff.</p>			
<p>Supply staff, volunteers and other temporary or peripatetic staff can move between schools.</p> <p>Such staff and visitors must follow your school's arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches <p>those working in before and after school clubs</p> <p>They should ensure they minimise contact and maintain as much distance as possible from other staff.</p>	<p>Interventions are being provided as usual. As with all external contractors, all visitors to school are asked to familiarise themselves with this risk assessment and sign to agree.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Becoming Unwell</p>				
<p>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 the guidance which sets out that they must</p> <ul style="list-style-type: none"> • be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • be advised to follow the guidance for households with 	<p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> be advised to arrange to have a test as soon as possible to see if they have COVID-19 	<p>household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>All staff are aware of the procedure should they start to experience any symptoms. LFD testing is being carried out to help prevent the spread within school.</p> <p>Full procedures in place should a child show symptoms whilst in school. This has been reinforced to staff during staff forums and health & safety guidance</p>			
<p>If a pupil 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 of the Pupils and with appropriate adult supervision if required. A window should be opened for fresh air ventilation if it is safe to do so</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</p> <p>Other members of their household (including any siblings) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test</p>	<p>Room 79 heads office to be used to isolate a member of staff or pupil suspected of having a symptom linked to Covid 19. Refer to the procedures displayed in room 79 at all times.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<p>The SLT/Admin white zone toilet to be used if required. Signage is ready in situ for this eventuality. Staff would be allocated purple zone additional toilet in this situation until a deep clean of the toilet area has been undertaken.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)</p>	<p>See Inadequate Personal Protection & PPE section of this risk assessment</p> <p>PPE is supplied to all staff and stock can be re-ordered from the Trust office</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household</p> <p>If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts</p>	<p>All Primary age children are collected by a parent/carer and guidance issued with regards to public transport and timescales for self-isolation and/or PCR testing.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result</p> <p>If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms</p>	<p>All children must be collected by a parent/carer if showing symptoms of Covid</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.</p> <p>Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital</p>	<p>Refer to procedures in room 79 for isolation and emergency first aid. Office manager/SBM and deputy head to support with calls to emergency services and assistance to the Head by deputy head for first aid.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> the symptomatic person subsequently tests positive 	<p>Refer to control measure guidance flow chart. More frequent LTD testing may be offered as a temporary measure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) • they have tested positive from an LFD test as part of a community or worker programme • 				
<p>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</p>	<p>Refer to isolation procedures. All staff from a class bubble to hand wash and clean down the learning area the child has been in.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>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</p>	<p>COVID-19: cleaning of non-healthcare settings guidance</p> <p>All staff from a class bubble to hand wash and clean down the learning area the child has been in. This area will also be zappitised as soon as is possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site User Developing Symptoms</p>				
<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A</p>	<p>Priority tests for staff members can be booked through the employer portal via the Trust Office on 01709 805175</p> <p>SDLA – information for staff and parents/carers stipulates if a child or member of staff becomes ill with a symptom of Covid 19 they require a test.</p> <p>The latest DFE protective measures guidance stipulates that schools will be sent home testing kits to issue to a parent if a child is sent home with a symptom or ill from school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed</p>				
<p>School have received an initial supply of 10 PCR test kits before the start of the autumn term in 2020 and information about how to order to replenish this supply when they are running out</p> <p>You can replenish these kits when they run out by making an order through the online portal using DFE School Access – You can also call the Test and Trace helpdesk on 119</p>	<p>School has a supply of home test kits and is aware of the reordering method</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School determines how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19).</p> <p>Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers</p>	<p>As above, home tests have been issued to 2 members of staff and 1 carer with two children within schools.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines</p>	<p>Staff have received guidance within staff forums. They could also opt to request a school home test if preferred to a PCR test</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately,</p>	<p>Staff H&S training conducted with all staff has stipulated the requirement self isolate as must</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

as must other members of their household, while they get a confirmatory PCR test	other members of their household and to access a PCR test as soon as possible. They must alert school using the alerts@sheepdiplane.doncaster.sch.uk.			
Whilst awaiting the confirmatory PCR result, pupils, students and staff and close contacts should continue to self-isolate	As above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Staff are aware full guidance is in place also procedures to request a home test. Staff aware to report all test results to school as soon as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Staff H&S training conducted with all staff has stipulated the requirement to provide details of close contacts. Parents/carers are informed via a letter and face to face upon collection of their child that they must keep school updated and if the test comes back positive they must share information with test and trace NHS and alert school using the alerts@sheepdiplane.doncaster.sch.uk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms	Staff H&S training conducted with all staff has stipulated the requirement to self isolate. Parent/carer information on wider opening has this requirement and the home/school agreement for each pupil.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents and staff are asked to inform the school immediately of the results of a test Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others	Upon collection of a child feeling ill and suspected Covid 19 symptom/s the parent/carer is asked to ensure the academy is updated immediately on the test outcome using the alerts email	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	alerts@sheepdiplane.doncaster.sch.uk			
If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.	Staff H&S training conducted with all staff has reinforced the need to restart their 10 day isolation period and book a test should they display symptoms while self-isolating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.	Staff H&S training conducted with all staff has reinforced the need to restart their 10 day isolation period should they develop symptoms following a positive test whilst not experiencing symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation	If a child is sent home and a test is requested, the academy inclusion manager is to contact the family for a welfare check and to go through all requirements so that the parent/carer fully understands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period This is because they could still develop coronavirus (COVID-19) within the remaining days	If a child is sent home and a test is requested, the academy inclusion manager is to contact the family for a welfare check and to go through all requirements so that the parent/carer fully understands. If a staff member is sent home due to close contact with someone who has tested positive for coronavirus guidance has been given to ensure the staff member is aware of the need to access a test should they start to feel unwell. If the test is negative they must remain in isolation for the remainder of the 10 day isolation period but if their test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	is positive they need to re-start the 10 day isolation period			
<p>If someone with symptoms tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact can be anyone who:</p> <ul style="list-style-type: none"> lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): face-to-face contact including being coughed on or having a face-to-face 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>conversation within 1 metre</p> <ul style="list-style-type: none"> • been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) <p>travelled in the same vehicle or a plane</p>			
<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority</p> <p>This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed</p>	<p>School is aware of the procedure to follow and has in place all contact details and a flow chart of actions to take provided by the Trust office</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place</p>	<p>Temperatures are only taken when a pupil is unwell</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Hand Washing/Personal Hygiene</p>				
<p>Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including;</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating <p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<p>Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Consideration given to how often pupils and staff will need to wash</p>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

their hands and incorporated time for this is in timetables or lesson plans	Handwashing video is to be shared to train all pupils on entry the first day. Staff to supervise handwashing and sanitising routines each hour, on entry, before lunch and before/after breaks to ensure this is done adequately by all pupils.			
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	In the event of children spitting excessively PPE will be issued i.e. face shields and opportunity will be given for frequent hand washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	In this event opportunity for frequent hand washing will be given. Extra tissues available throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help given to pupils with complex needs to clean their hands properly	Visual and verbal i.e. pictures or singing songs provided to support with the hand washing process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Support plans and risk assessments are in place and reviewed annually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands are washed with liquid soap & water for a minimum of 20 seconds	Handwashing video is to be shared to train all pupils on entry the first day. Staff to supervise handwashing and sanitising routines each hour, on entry, before lunch and before/after breaks to ensure this is done adequately by all pupils.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Handwashing sinks are in every classroom toilet area, sanitising stations are near to this point and also next to the classroom internal door so that sanitising can be done before leaving the room for lunch/PE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a	Sanitiser is in every room for use by pupils/staff. Teacher in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion</p> <p>Skin friendly cleaning wipes can be used as an alternative</p>	<p>charge is responsible for ensuring pupils use this safely</p>			
<p>School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them</p>	<p>Handwashing routines are in place along with handwashing video, verbal and visual aids for children with complex needs. These will be reinforced following wider opening on 8th March 2021.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The 'catch it, bin it, kill it' approach is very important and is promoted</p>	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Disposable tissues are available in each room for both staff and pupil use</p>	<p>A tissue box is in every room and near to the blue tissue bin.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Bins (ideally lidded pedal bins) for tissues are available in each room</p>	<p>Lidded blue bins are in every room, in smaller toilets/office a labelled bin is in situ. All bins are emptied daily.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates</p> <p>The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene</p>	<p>Signs are displayed near every bin and has been embedded to all pupils and staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Personal Protection & PPE</p>				
<p>Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom</p>	<p>Staff wear face coverings in all communal areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Children in schools do not need to wear a face covering whilst in the classroom	Children have not been asked to wear face coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate	Transparent face coverings are available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission Visors may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer. Visors should only be used by those exempt from wearing a face covering after carrying out a risk assessment for the specific situation and should always be cleaned appropriately	Visors are in place for members of staff that wish to wear a visor and a face covering but staff are aware visors cannot be worn as an alternative to face coverings unless exempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places	Guidance in place for staff and children, transparent masks are also available upon request.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils are instructed to: <ul style="list-style-type: none"> • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom 	Pupils are not required to wear face coverings in Primary schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clear instructions are provided to staff on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	All staff are aware and recent regular updates/reminders of all guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe wearing of face coverings requires cleaning of hands before and	All staff are aware and recent regular updates/reminders of	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	all guidance. All staff have been provided with individual packs.			
Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day	All staff are aware and recent regular updates/reminders of all guidance. All staff are aware of the procedure to request extra masks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Full stocks of all PPE including masks, shields, transparent masks, aprons and gloves are available upon request from the school office.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School has a process for when face coverings are worn within the school and how they should be removed This procedure should be communicated clearly to adults	All staff are aware and recent regular updates/reminders of all guidance. Children are not required to wear face coverings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	safe working in education, childcare and children's social care Full PPE is available to all staff including masks, gloves, apron, shields etc. etc. Face coverings all worn by all staff in any communal setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPE for coronavirus (COVID-19) is required when performing aerosol generating procedures (AGPs)	Aerosol generating procedures is a list of medical procedures for Covid 19 that have been reported to be aerosol generating and are associated with an increased risk of respiratory transmission. Referring to guidance none of the list of medical procedures would take place within school	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	unless by visiting Parademics. Standard PPE could be provided if necessary.			
When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn	Full PPE is available to all staff and guidance has been issued	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visitors, Contractors & Spread of Coronavirus				
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Visits to the Academy will not take place unless absolutely necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	SDLA – all visitors for maintenance, planned or emergency works to be arranged with the SBM S Foster All other visitors will be accompanied and will follow the Academies Covid safe procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where visits can happen outside of school hours, they are arranged as such	Planned works to be conducted after 3:30p.m. Wherever possible, to be arranged by the SBM.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	See record above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention Times of visits may need to be adapted to take into account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As normal, school engages with their local immunisation providers to provide immunisation programmes on	Staff responsible for the organisation of immunisations are aware of the requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>site, ensuring these are delivered in keeping with the school's control measures</p> <p>These programmes are essential for children's health and wellbeing</p>	<p>for these to be delivered within the Covid safe practices of the academy.</p>			
<p>A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p>	<p>This is kept alongside the guidance and risk assessment folder for visitors/contractors.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Inadequate Ventilation</p>				
<p>Occupied spaces must always be well ventilated and a comfortable teaching environment maintained</p> <p>This can be achieved by a variety of measures including:</p> <p>mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p>	<p>In addition to classroom windows being opened the internal quad area to be opened to allow outdoor air ventilation in open areas near green and blue zone. Parents have been informed and asked to send children to school with additional layers of clothing in the Autumn Term</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Ventilate spaces with outdoor air</p> <p>Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures</p>	<p>As above</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Where possible, occupied room windows should be open</p>	<p>Staff training stipulated ventilation and all teachers to ensure their classroom windows are opened once pupils have arrived.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal</p> <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus</p>	<p>SDLA –Y5 and 6 modular unit has been switched to 100% outdoor air only.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

outbreak and CIBSE coronavirus (COVID-19) advice				
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and assist with creating a throughput of air Fire doors must not be propped open unless they have a self-closing hold open device fitted	Fire doors must not be propped open unless they have a self-closing hold open device fitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space	Staff briefing ensured all teachers to instigate within their classrooms, admin briefed, Cook for hall windows, inclusion manager for all office spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to opening high level windows in preference to low level to reduce draughts	Applies in school hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to only opening every other window instead of all windows when the heating is activated	Every other window to be opened for ventilation marked with a sticker due to old faulty windows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school offers flexibility to allow additional, suitable indoor clothing For more information see School uniform	Parents/carers have been made aware to allow children to wear an additional 'skin' underneath their top layer of clothing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture rearranged where possible to avoid direct drafts	Guidance has been followed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Site Manager aware of guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air Desk fans are pointed away from people and pointed at walls etc.	Desk fans to be installed in SBM, admin block, inclusion office and red zone staff room where there is not external window.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If school needs to use additional heaters they only use sealed, oil filled electric heaters		Additional heaters are not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electric fan heaters used sparingly due to increased fire and electrical risk					
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures			High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>
Is the risk adequately controlled with existing control measures			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)		To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name		Date	
Following government advice at the various road map stages.		F Parish A Parkhurst S Foster		21/06/2021	
Continue to follow local and national government guidance alongside local infection rate figures. Risk assessment reviewed 21/05/2021 following new guidance issued from the 17/05/2021		F Parish A Parkhurst S Foster		Weekly	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment			High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?			Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?			Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s):	S Foster – Academy Business Manager	Signature(s):	S Foster		
Date:	21/05/2021	Review Date:	Following any new guidance or Summer 2, whichever occurs first		
Distribution: 21/05/2021 Trust, whole school, governors and all external providers					

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD		POTENTIAL OUTCOME					
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur	Catastrophic					
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓	Major					
Moderate	RIDDOR reportable over 7 day injury	Possible		Moderate					
Minor	Minor injury (requiring first aid)	Unlikely	Less likely to occur	Minor					
Insignificant	Minor injury	Remote		Insignificant					
					Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD