



Full School Reopening – September 2020: Risk Assessment Review

**Updated: 24th February 2021 for Full School Reopening
on 8th March 2021 (in RED)**

Use and adapt this template to help you document the risk control measures you'll have in place ahead of opening to all pupils in autumn term 2020. It covers the measures you'd need above and beyond the usual control measures you'll have in place, such as hygiene during food preparation or intimate care.

Based on current (as at 15th July 2020) government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak – February 2021](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)

- [Guidance for secondary school provision](#)
- [Safe working in education settings](#)
- [Mass asymptomatic testing: schools and colleges](#)
- [Mass asymptomatic testing: for staff in primary schools and nurseries](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID- 19](#)
- [Schools coronavirus \(COVID- 19\) operational guidance – February 2021](#)

This risk assessment review considers what all schools within Loxford School Trust must do to make the measures workable.

If additional control measures are required or are adapted these should be noted on the risk assessment accordingly and signed off by the Chief Finance Officer (Amy LOVENG) and Head teacher/ Chief Executive Officer (Anita JOHNSON).

Examples of adaptations needed will depend upon: the number of staff required; individual risk assessments completed for members of staff and pupils (those clinically vulnerable/ clinically extremely vulnerable/ staff from BAME communities/ pupils with Education, Health Care Plans **and any staff member with COVID anxiety** etc); size of school premises and classrooms; PPE and cleaning material stocks.

This risk assessment has been prepared with input from staff, insurance providers and Local Authority partners and remains a live document with recurring reviews.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under <u>current guidance</u>. Individual has one or more COVID symptoms; a member of their household/ support bubble has COVID symptoms; travel quarantine; tests positive for COVID using a PCR test; a positive PCR test in their household/ bubble; asked by Test and Trace to isolate; Lateral Flow Test positive result.</p> <p>Regular reminders will be given about this via staff training, school notices and posters and instructions to pupils.</p> <p>Anyone self-isolating with symptoms (fever above 37.8, a new and continuous cough or a change to smell and taste – Anosmia) will be directed to access <u>PCR testing</u> without delay and engage with the NHS Test and Trace process.</p> <p>If a pupil/staff is sent home recording will take the form of the normal procedure of recording a medical incident in school.</p> <p>Pupil/staff can only return to school after 10 calendar days have passed and they are not demonstrating symptoms or have a negative test result confirmed with the school. 10 days from the day after symptoms started or from test result if no symptoms</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. A</p>	<p>For all hazards:</p> <p>Director of Finance</p> <p>Head teacher/Chief Executive Officer</p> <p>Head teachers</p> <p>Site Managers</p> <p>Director of People</p>	<p>For all hazards: 19TH April 2021</p> <p>Risk prior – M Risk after - L</p>	<p>For all hazards:</p> <p>Please see individual school re-opening plan for in – depth detail on the operation of schools for September full opening.</p>

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		<p>dedicated area has been identified which is clearly identified and away from the main thoroughfare of the school. Dedicated toilets have been identified and can only be used by those awaiting collation. If used the toilet must be thoroughly cleaned by Cleaning Operatives. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask supplied by the school. • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron. • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection – face shield. <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil/member of staff has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Staff must not take symptomatic children home themselves, If there is a need to do so (which is not expected) the following steps must be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and 			

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		<p>able to do so</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>:</p> <p>Redbridge/Havering/Barking and Dagenham – 020 3837 7084 or 020 7191 1860 for out of hours (North East and North Region). DFE Helpline 0800 046 8687 – Option 1 for all in the first instance.</p> <p>Braintree and Southend – 0300 303 8537 or 01603 481 221 for out of hours (East of England Region).</p> <p>(DFE COVID- 19 Helpline – 0800 046 8687)</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group/ bubble • Any close contact that takes place between children and staff in different groups/bubbles <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ 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) with an infected person • Travelling in a small car with an infected person 			

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		<p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed and may include a mobile testing station being allocated to the school.</p>			
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Bike storage should be provided where possible, staggered start times to help pupils avoid peak times, dedicated school transport to continue where this was already in place pre the Coronavirus pandemic. The Trust also has a fully functioning cycle to work scheme via Black Hawk Network - https://www.blackhawknetworkeurope.com/employee-engagement/cyclescheme</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups/ bubbles that are adopted within school • Hand sanitiser is available upon boarding and/or 		<p>Risk prior – M Risk After – L</p>	

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		<p>disembarking</p> <ul style="list-style-type: none"> • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different groups/ bubbles being given different times • The protocols for minimising adult to adult contact which include continued social distancing • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands/ use antibacterial hand wash on arrival, as all pupils will, dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p> <p>All reception areas must be kept clear to avoid individuals grouping together.</p>			
Spreading infection due to touch,		Handwashing facilities will be provided. These will be in specifically allocated toilet areas by year groups/bubbles as		Risk prior – M	

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sneezes and coughs		<p>well as anti- bacterial stations outside classrooms.</p> <p>Hand dryers are to be turned off and replaced with paper towels.</p> <p>Water fountains will also be turned off and schools will provide bottles of water without charge. If the provision of water bottles cannot be secured then specific water fountains can be turned on and must be supervised (unmitigated) to ensure water bottles are filled in accordance with general protective measures in place: queuing system; hand sanitiser; face covering/ mask (secondary) with bottles filled by staff member. Where possible an outside water fountain should be used.</p> <p>Access to lockers will cease.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing – good respiratory hygiene and ‘Catch it, Bin it, Kill it) • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use the closed bins provided for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have difficulties cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Pupils with complex needs, who spit uncontrollably or use saliva as a sensory stimulant will require additional control</p>		Risk after: L	

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		<p>measures to be in place.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Closed bins for tissues will be supplied and emptied throughout the day.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Hand rails • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between pupils between washes.</p>		Risk prior – M Risk after - L	

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		<p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, and stationery.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups/bubbles, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups/ bubbles using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it does not contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups/bubbles using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p>			

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		<p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>All pupils will be kept in separate groups/ bubbles and maintain distance between individuals in that group.</p> <p>Group/bubbles must not mix with other groups. When planning for this schools must consider:</p> <ul style="list-style-type: none"> • Pupils' ability to distance • The layout of the school • The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing.</p> <p>Avoid large gatherings in assemblies/ collective worship with more than one group.</p> <p>Primary schools: Pupils will be kept to their class groups.</p> <p>EYFS setting: Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Secondary school: Pupils will be kept to their year groups.</p> <p>All schools:</p> <p>Where pupils are old enough and capable, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-top and facing forwards, and</p>		<p>Risk prior – M</p> <p>Risk after- L</p>	

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		<p>unnecessary furniture will be moved out of classrooms to allow for this. Seating plans will be in use to support social distancing measures.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments will not be shared. Singing or instrument playing will not take place in any larger groups such as choirs or assemblies.</p> <p>The contemplation room will be closed due to social distancing requirements</p> <ul style="list-style-type: none"> • Monday Year 7 • Tuesday Year 8 • Wednesday Year 9 • Thursday Year 10 • Friday Year 11 <p>There will be a maximum of 20 students in the contemplation room at any one time.</p> <p><u>The contemplation room will be closed due to social distancing requirements. School to access how this can be managed in outside space on school grounds..</u></p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Team sports must not restart unless the national governing body have developed guidance and this has been agreed by Loxford School Trust.</p>			

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		<p>Interschool competition will not restart until further guidance is provided.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene. Use of PPE is recommended where this would have been used prior to the pandemic</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene before entry and during.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups. For specialist teaching some mixing will be necessary.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will need to work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum</p>		Risk prior – M Risk after – L	

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		<p>and all corridor overcrowding and bottle necks are to be planned out.</p> <p>Pupils will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart. One way signage and stickers will be provided. Sites with multiple corridors, floors and staircases will break this system down further by groups/bubbles.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this would not be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilets use will be managed to avoid crowding by blocking off toilets and sinks next to each other and routinely checked by staff, e.g., Year Care Team, staff on duty point and Senior Leadership Team.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy with soft furnishings placed in storage/tapped off as such surfaces are traditionally hard to clean.</p> <p>Staff room use should be limited to certain departments with other rooms used as operationally feasible.</p> <p>Office space will be reviewed to ensure effective social distancing is in place.</p> <p>Teachers will be responsible for the basic hygiene standards and upkeep of their own rooms in addition to the cleaning schedule and regime put in place on behalf of the Trust. Cleaning materials will also be provided in classrooms.</p>			

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		<p>Hot -desking will not be permitted. .</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on and before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors for Test and Trace purposes.</p> <p>It is expected that numbers of visitors to the schools will be significantly reduced for the foreseeable future and those that do visit will be known to the school e.g., professionals. These should be booked in advance where possible and therefore contact details should be known. This avoids the need to record contact details as part of the signing in process.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination and travel arrangements.</p> <p>For breakfast and after school clubs, schools should try to keep pupils in their same groups where possible, but if that is not possible then try to stick to small, consistent groups.</p> <p>The Trust has decided that as an extra precaution that when all secondary pupils are moving around the building, using staircases, and entrances that they will wear a face covering or mask. Primary school children will not wear face coverings or masks unless it becomes mandatory. Face covering/ masks will be used in corridors, staircases, common entrance, exit points and canteen areas At present pupils will not wear masks in classrooms due to the protective measures in place which remains under constant review. There may be some children who are unable to do so due to a medical condition, in this instance the school will make alternative arrangements for pupils. Pupils will receive input on the correct handling and wearing of face coverings / masks. Staff must also wear face coverings/ masks when moving around the building as above.</p>			

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		<p>Face coverings:</p> <p>Secondary school: Year 7 and above to correctly wear a face covering when moving around the school. This is not required when outdoors. Year 7 and above to also wear face coverings in the classroom unless social distancing can be strictly maintained.</p> <p>Secondary staff: As above</p> <p>Primary School:</p> <p>Pupils: not to wear face coverings</p> <p>Staff: to wear a face covering when moving around the school where social distancing between adults is not possible.</p> <p>Schools to maintain a supply of face coverings as required.</p> <p>The previously advised exemptions still apply and a face shield should not be viewed as an alternative to a face covering.</p> <p>No pupil should be denied education for not wearing a face covering.</p>			
Spreading infection due to the school environment		<p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding would not be compromised. WINTER NOTE (Protective measures): as temperatures drop to uncomfortable levels and particularly on ground floors, at least 1 window must remain open as well as the classroom door(s) to ensure adequate ventilation.</p>		Risk prior – M Risk after – L	

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		<p>The use of lifts will be avoided unless essential. If in use lifts must only hold the number of occupants that can safely remain at least 1 metre plus apart and further protective measures must also be in place, e.g., hand sanitiser at all lift entrances and masks/ face coverings to be used. Pupils must not use lifts alone and must be accommodated by a member of staff whilst socially distancing. .</p> <p>Closed bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. Closed bins will be emptied routinely</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> • 3.5m² per child for children under 2 years old • 2.5m² per child for 2 year olds • 2.3m² per child for children aged 3 to 5 years old 			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and Directors of the Trust.</p> <p>Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Parent evening format will be reviewed closer to the time and may be replaced with written reports.</p>		Risk prior – M Risk after – L	
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused as expected on 31st July 2020, all staff and pupils are expected to come into school.</p> <p>Those shielding should continue to stay at home until 31st</p>		Risk prior – M Risk after- L	

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		<p>March 2021 even if both vaccine dosage have been administered. Staff should work from home where possible and pupils must engage in remote education.</p> <p>Pregnant staff are considered clinically vulnerable until 28 weeks gestation unless they have underlying medical conditions which make the Clinically Extremely Vulnerable in which case they should shield.</p> <p>Staff over 28 weeks are at increased risk from COVID and should be considered Clinically Extremely Vulnerable and work from home.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain stringent social distancing. An individual risk assessment will be completed with Occupational Health input if required.</p>			
Catering		<p>Kitchens should be fully open from the start of the autumn term and normal legal requirements will apply concerning provision of food</p> <p>Any outsourced service must adhere to the Trust's risk assessment and provide evidence of being 'COVID- 19 secure'.</p> <p>This including queuing systems</p>		Risk prior- M Risk after- L	Please see school full reopening guide
Local outbreaks		<p>Contingency plans:</p> <p>School will be prepared to return to remote learning if required, including the printing of resources for pupils without internet or computer access and those who are shielding or isolating.</p> <p>School must follow the direction of the Health Protection Team in their area.</p>			

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Lateral Flow Tests (LFT)		<p>From 8th March 2021: Lateral Flow Testing is voluntary and consent is required for pupils under 16 years of age.</p> <p>Secondary Pupils: Will complete 3 on- site LFTs starting from 8th March 2021. LFT's will be 3 – 5 days apart. Pupils can return to work after their first negative LFT result. Pupils not completing a LFT will return when their year group returns to school. A positive LFT test results in the pupil being collected from the site via the COVID isolation room and their parents/ carers arranging a PCR test.</p> <p>LFT testing will then move to home test kits supplied by the school</p> <p>Staff (Primary and Secondary): LFT home testing kits to be provided by the school.</p> <p>All staff and pupils must report their result to NHS Test and Trace and also the school.</p> <p>LFT use to enable close educational contacts to remain in school is paused. Close contacts must therefore isolate in line with guidance.</p>			
COVID- 19 APP		<p>Must be used only by those aged 16 years plus.</p> <p>If being used the app must be paused during lesson time or when owners are away from their mobile devises</p>			
Misc		<p>Supply staff are permitted to move to different school however they should strictly ensure social distancing is practiced;</p> <p>Recruitment – should be held remotely wherever possible;</p> <p>ITT placement – may continue and participants must be fully briefed on the protective measure sin place;</p> <p>Performance Management – Targets should be amended to ensure there is no detriment caused by COVID- 19;</p> <p>Meals/ catering: To continue with fully open kitchens. Outsources provision must provide a COVID secure certificate;</p>			

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		<p>FSM – benefit related should be provided where the pupil is isolating/ shielding during term time;</p> <p>Fire Plans – Drills to be held as normal/ check fire doors and systems are operation;</p> <p>Educational visit: not to be held</p>			