

RISK ASSESSMENT

Company:	Inspire Partnership Multi Academy Trust	Date of Assessment:	13.4.21 MAT 14.4.21.FZW Primary Version 13
Schools:	Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School , South Hiendley Primary School, Ash Grove Primary Academy Grove Lea Primary School		
Description of work activity / process being assessed:	Revised to comply with changes from 6 April 2021 – "Schools Coronavirus (COVID 19) Operational Guidance" Applies to all pupils and staff		

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input type="checkbox"/>
Pupils	<input checked="" type="checkbox"/>	Change in Government Guidance following Covid 19 Outbreak	<input checked="" type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	Operational review	<input checked="" type="checkbox"/>
Visitors / Members of the public	<input checked="" type="checkbox"/>		

COVID – 19 (Corona Virus)

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
OPENING SCHOOLS TO VULNERABLE CHILDREN OR CHILDREN OF KEY WORKERS					
Increasing the risk of direct and indirect transmission and spread of Covid 19	Schools will be open to all children. Shielding advice has been paused nationally from 31 March		ALL Schools	12 April 2021	12 th Aar 2021
	Ensure all H&S compliance checks have been undertaken		Premises Teams and AS	1 Sept 20	DS/AS
	Ensure each school has a deep clean prior to opening including the use of the fogging cleaning regime				3 rd Sept
	Review cleaning hours/requirements to perform intermittent cleans	Touchpoints cleaned daily: 9:30 – 10:00 Tables cleaned in class: before and after lunch Cleaning record sheets added to each area in school Cleaning hours agreed 4:00 – 6:00			8 th Sept 16 th Nov
	Ensure catering contractors adhere to stringent cleaning protocols in their areas	DOLCE own risk assessment to be followed alongside the school risk assessment			7 th Sept. PQ / Melissa
	Engage with the NHS Test and Trace Process And Local Public Health England health protection team.	School completed the electronic reporting form for all suspected and confirmed cases	ALL Schools	1 Sept 20 2 nd Nov 20	3 rd Sept. 2 nd Nov 20
EFFECTIVE INFECTION PROTECTION AND CONTROL					
Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Communicate expectations clearly with parents and staff at INSET day, Closure day and via e:mail and website Flowchart as standard on weekly newsletter	Headteacher	4 Sept 20	4 th Sept 20
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff on INSET day, Closure day and via e:mail and website Flowchart as standard on weekly newsletter	Headteacher	4 Sept 20	4 th Sept 20

	<p>Anyone developing coronavirus symptoms during the school day will be sent home.</p> <p>They will be asked to self-isolate and arrange a test.</p>	<p>Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID 19) infection, which sets out that they must self-isolate for at least 10 days and should arrange to have a test.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.</p>	ALL	Ongoing	8 th Sept.20 and ongoing
	Cleaning hands thoroughly more often than usual	<p>Upon entrance to the school, hands must be washed or hand sanitiser applied.</p> <p>Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered.</p> <p>Hand Sanitiser stations installed outside all classrooms and in key areas of school near communal touchpoints, e.g near photocopiers</p>	ALL	Ongoing	4 th Sept. and onwards
	Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach	<p>Tissues/bins in all classrooms and to be emptied throughout the day, as and when necessary.</p> <p>Educate pupils to use tissues or sneeze into elbow area of arm.</p> <p>Stocks of tissues checked by premises / classroom staff</p>	Premises & Classroom based staff	Ongoing	4 th Sept. and onwards

		<p>Intervention zones and tables arranged to ensure pupils are side-by-side and facing forwards</p> <p>Breakfast and Afterschool Club groups all have individual tables to sit at</p> <p>Electronic signing in system for school staff now in place</p>			<p>16th Nov 20</p> <p>30th Nov 20</p>
Children displaying any signs of illness will not be allowed into school	Parents will be asked to keep children home if unwell for any reason	<p>Flowchart as standard on weekly newsletter.</p>	ALL School Staff	From 1 st Sept 20 onwards	4 th Sept. 2020
Ensure children are in bubbles at all times each day, and different bubbles are not mixed during the day, or on subsequent days	Staggered timetables	<p>Computing suite timetabled on a weekly basis</p> <p>Intervention zones and tables arranged to ensure pupils are side-by-side and facing forwards</p> <p>Breakfast and Afterschool Club groups all have individual tables to sit at</p>			<p>8th Sept. and onwards</p> <p>16th Nov 20</p> <p>30th Nov 20</p>
If a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents may be asked to collect their child from school	Where possible, depending on incident and age of pupil, first aider will talk children through process of how to administer first aid themselves, e.g. cleaning graze, applying plaster		SLT		8 th Sept and onwards
Ensure that the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days	Staffing plan in place				4 th Sept and onwards
Ensure where possible the same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day	Class timetables Playtime and lunchtime area timetables	<p>Computing suite timetable in place</p> <p>Intervention zone timetable in place</p>			<p>4th Sept. onwards</p> <p>16th Nov 20</p>
Decide which lessons/activities can be delivered and adhere to physical distancing wherever possible	<p>Music will not be taught in full initially as there may be an additional risk of infection where individuals are singing, playing wind or brass instruments.</p> <p>Social distancing measures will be observed, where possible</p> <p>PE – contact sports will be avoided. Outdoor sports will be prioritised.</p>			From 1 st Sept 20 onwards	1 st Sept and onwards

		<p>Pupils should wear their uniform to school on their allocated day to avoid the need to change.</p> <p>Any equipment used will be thoroughly cleaned between each use by different bubbles and left for 72 hours where possible</p> <p>Additional equipment purchased to be allocated to each class</p>			
	Consider which lessons or classroom activities could take place outdoors	Class teacher to decide			8 th Sept. and onwards
	Where possible, allocate designated areas of the playground to each bubble	Additional playground equipment purchased and allocated to each class group			17 th Sept. and onwards
	Reduce movement around the school wherever possible	Timetabling allows for this Children needing to move to access intervention groups / provision / for medication MUST be accompanied by an adult			4 th Sept. and onwards
	All classes to have a 'teacher zone' where staff can socially distance	Marked areas in class			7 th Sept
	Stagger break and lunch times and consider groups remaining in one location at these times to reduce movement around school	Grab Bag options available to all pupils – this provision will be regularly reviewed Lunchtimes in classrooms Allocated spaces for break and lunchtime reviewed to allow more space and increased supervision			8 th Sept 23 rd Nov 20
	Stagger drop off and collection times and plan parents' drop off and pick up protocols that minimise adult to adult contact (only one parent/carer should attend)	Communicate protocols clearly with parents and identify which entrance/exit points each group will be using Information shared on Friday 5 th Sept			5 th Sept
	Parents/carers cannot enter the site and/or gather at school gates and doors – to be managed at school level	All conversations with parents will be by telephone or email where possible. Where parents need a face-to-face meeting, this will be held in the gym or hall at a distance of 2m or more, with face coverings worn			8 th Sept and onwards

	From week commencing 28.9.20 all parents/carers are asked to wear face coverings when entering the school site for drop off and collection.	Informed on playground and text sent out as well as updated parent information. School staff to wear face covering (face mask or visor) from point of entering site to point of leaving. Face coverings to be worn when moving around school in all areas. Visors / Face shield to be worn by staff when in classrooms and working with pupils in small groups Government guidance regarding face coverings shared with staff and parents		29 th Sept
	Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window	Lone working procedures must be adhered to at all times when undertaking home visits		30 th Oct
	Stagger/remove assembly times from daily routines	Deliver virtual assemblies or an assembly per bubble		4 th Sept. and onwards
	Remove unnecessary items from the classrooms and other learning environments where there is space to store it elsewhere	Equipment used and stored centrally in school		4 th Sept and onwards
	Remove soft furnishings, soft toys and toys that are hard to clean	All have been removed		4 th Sept and onwards
	Implement a one way system, where possible, or place a divider down the middle of the corridor to keep groups apart as they move through the school	Taped road markings in corridor to help pupils adhere to distancing in corridors One way system on playground for drop-off and pick-up		4 th Sept and onwards
	Use of staff rooms should be minimised	Hall to be used as a staff room with allocated tables Hall rota to be used and allocated areas for lunches for classes All meetings to be held virtually Follow social distancing guidance and ensure surfaces cleaned after use Staff to wipe down tables in staff room areas used for lunches after use		4 th Sept. 16 th Nov 20
	Access rooms directly from outside, where possible	N/A		N/A
	Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:		

	<p>Natural ventilation – opening windows (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).</p> <p>Opening internal doors can also assist with creating a throughput of air.</p> <p>Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p>	<ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>			
	<p>Ensure toilets do not become overcrowded by limiting the number of children using the facilities at any one time. Each bubble to consistently use the same facilities, where possible.</p>	<p>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet Allocated times for toilets timetabled Check toilets in KS1/2 and empty bins at 11:15 each morning</p>			<p>4th Sept and onwards</p> <p>30th Nov 20</p>
	<p>Use outdoor space for outdoor education, exercise and breaks</p>	<p>Outdoor equipment should be cleaned between bubbles using it and left for 72 hours where possible. Outdoor spaces timetables</p>			<p>4th Sept and onwards</p>
	<p>Individual and very frequently used equipment such as pens and pencils should not be shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces,</p>	<p>Children have their own packs of equipment Bubbles have their own packs of outdoor equipment Reading books to be sent home and when returned must be placed in class box which will be isolated each Thursday and books returned to use the following Monday. Dates should be recorded on storage boxes to ensure 72 hour period passes before placed back into use.</p>			<p>4th Sept and onwards</p> <p>23rd Nov 20</p>
	<p>Resources that are shared between bubbles such as sports, art 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 hrs for plastics) between use by different bubbles.</p>	<p>Staff will communicate with each other when planning use of such resources to ensure the agreed time periods are adhered to.</p>			<p>4th Sept and onwards</p>

	Pupils should limit the amount of equipment they bring into school each day, to essentials such as coats and lunch boxes.				4 th Sept and onwards
	Review of current pupil and staff risk assessments where necessary	<p>EHCP pupils should have a risk assessment.</p> <p>1:1 working with pupils risk assessment to be put into place:</p> <ul style="list-style-type: none"> - Side-by-side or behind the child working by the adult; - Use of separate table for adults; - Adult to remain standing and pupils seated during intervention where possible; - Visors / face shields must be worn by adults - Social distancing to be adhered to whenever possible by staff members and explained clearly to pupils when necessary - Pupil to adult ratios of 1:6 / 1:4 to be adhered to dependent on Intervention zones - Intervention timetables must be strictly adhered to - Pupils must walk (supervised by adults) to intervention zone 			4 th Sept and onwards 16 th Nov 20
	Where possible, pupils who have a 1:1 support should have a designated area for that support to take place. Where possible, it is recommended that the 1:1 adult sits at a separate table from the child, ensuring the child has all the equipment they need to undertake the task	This may be outside of the classroom if space in the classroom does not permit this Intervention zones in places Intervention timetable in place			4 th Sept and onwards 16 th Nov 20
	Review of the school's behaviour policy to ensure that it covers COVID 19 related incidents (appendix available and on website)				4 th Sept
	Review of the school's attendance and exclusion policies (appendix available and policies on website)				4 th Sept
	During an emergency, if it is unsafe to maintain social distance guidance measures, then they do not apply (ie evacuation of building following a fire alarm)	When undertaking a fire drill, social distancing should be maintained.			4 th Sept

		A phased return must be adhered to when leaving and re-entering back into the premises. All PEEPs to be reviewed and amended to ensure those who require assistance to evacuate have support			
	Remove/reduce unnecessary usage of school transport for children arriving to school	Encourage parents, pupils and staff to walk to school. If this is not possible, try to avoid the use of public transport. Limit household bubbles to vehicles – do not car share. Where possible, all employees should travel to work alone using their own vehicle – where this is not possible, journeys should be shared with the same individuals ensuring good ventilation and facing away from each other. Consider wearing face coverings.			4 th Sept
	Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport.	Follow the LA risk assessment for dedicated school transport			4 th Sept
	Breakfast Clubs and After School Clubs will be reopened from 8 March where staffing is viable and there is a demand. In the case of clubs that cannot be restarted immediately the Trust will work to resume this provision as soon as it is viable to do so. After school PE Clubs, where viable, will restart after the Easter holidays.	If it is not possible or practical to maintain the same bubbles being used during the school day, then providers should maintain small, consistent groups School offered these clubs, safely, during Autumn 2 as a trial, week beginning Monday 30th November – club to run fully from 8th March 2021 <ul style="list-style-type: none"> - Each year group to be allocated their own table and own set of shared resources - Additional resources purchased following trial and prior to full re-opening - Staff and children to sanitise hands prior to entry to breakfast club and when leaving, prior to entering class - Staff to remain at distance from pupils during the provision 			4 th Sept 30 th Nov 20 8 th Mar 21

		<ul style="list-style-type: none"> - Pupils will be supervised when walking to the toilets - Breakfast menus will be simplified - Disposable paper plates will be used - Tables and benches cleaned after Breakfast Club prior to use for intervention - Breakfast club children to return to class at 8:40am - Afterschool club children to go to Afterschool club at 3:20 - Parents are informed of Breakfast and Afterschool Club procedures and agree to them prior to attendance 			
	Residential visits will not be planned for 2020/21				4 th Sept and onwards
	No educational visits will be planned for the autumn term (this includes swimming)				4 th Sept and onwards
	No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms	A record must be kept of all visitors including contact details.			4 th Sept and onwards
	Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on physical distancing and hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.	The receptionist should complete the sign in process, eliminating the need to have multiple people touching pens. Used and clean pen bags in place Regularly clean common contact surfaces in the reception area.			4 th Sept and onwards
As above	Marking expectations changed in light of Covid-19	<p>Teachers have been advised of the following:</p> <ul style="list-style-type: none"> - Where possible, pupils should mark their own work under adult direction; - Marking and feedback sheets should be used instead of writing in pupil books; - It is advisable not to take books home to mark; - If work has been left for 72 hours, the risk of transmission is greatly reduced, so this should be applied to longer pieces of writing needing more in depth reading for marking and also for assessments; 	PQ, class teachers and support staff	4 th Sept and PHE guidance implemented 26 th Nov	4 th Sept and onwards – clarified Nov 26 th

		<ul style="list-style-type: none"> - When staff mark books, at school or in the event of taking books home (which should be avoided wherever possible), they should: <ul style="list-style-type: none"> - Sanitise hands prior to handling / marking the books; - Wipe down the surface being used; - Put books in a pile – location A on surface; - Mark book, avoiding touching face, specifically, nose, mouth and eyes; - Put marked book in a pile – location B on surface; - When all books are marked, they should be placed in a bag or box, or on the allocated shelf space in class; - Surfaces and equipment handled should be cleaned and wiped down; - Hands should be sanitised or washed following usual procedures. 			
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PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings & Face Masks

DfE guidance states, 'based on current evidence and the measures that schools are already putting in place, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided'.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	<p>All classroom staff will be provided with a face covering shield and be expected asked to wear this, particularly at times when social distancing cannot be adhered to.</p> <p>The guidance recommends that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p>	<p>Staff advised to wear face shields when in classrooms around children – 15th October</p> <p>School staff to wear face coverings from point of entering site to point of leaving. Face coverings to be worn when moving around school in all areas (as they are communal).</p> <p>Face coverings / face shields to be worn by staff when in classrooms and working with pupils in small groups</p>	Headteacher	1.10.20	29 th Sept / 30 th Sept

	<p>Children in primary school do not need to wear a face covering.</p> <p>These measures will be in place until Easter.</p> <p>Some individuals are exempt from wearing face coverings. Please check the DfE guidance.</p>	<p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>			
	<p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, face coverings must be worn</p>	<p>Staff advised to wear face shields when in classrooms around children – 15th October</p> <p>School staff to wear face coverings from point of entering site to point of leaving. Face coverings to be worn when moving around school in all areas (as they are communal).</p> <p>Face coverings / face shields to be worn by staff when in classrooms and working with pupils in small groups</p>	<p>Headteacher</p>	<p>From 1st Sept 20 onwards</p>	<p>4th Sept and onwards</p>
	<p>Only children whose care routinely involves the use of PPE due to intimate care needs should continue to receive their care in the same way.</p> <p>Children who have accidents/soil themselves will not be changed and parents will be contacted to collect them.</p>	<p>Face masks, gloves, aprons available for staff to use.</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>4th Sept and onwards</p>
<p>Child becoming unwell with symptoms of</p>	<p>A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If</p>	<p>If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn</p>	<p>All Staff</p>	<p>Ongoing</p>	<p>4th Sept and onwards</p>

coronavirus and needs direct personal care until they can be collected from school	contact is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.				
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PUPILS WHO ARE CLINICALLY EXTREMELY VULNERABLE, SHIELDING OR SELF ISOLATING

National restrictions came into force on 5th January 2021 – these changes are reflected below.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	Shielding advice has been paused nationally from 31 st March 2021 and the advice is for ALL pupils to attend school.			1 st April	1 st April
	Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend school if they are vulnerable or parents deemed to be key workers.				
	Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education	Schools should monitor engagement with this activity	SLT	Ongoing	18 th Sept and onwards
	Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self isolation or family isolation, the absence will not be penalised.		SLT	Ongoing	4 th Sept and onwards

SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERABLE, SHIELDING OR SELF ISOLATING

Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance of which the changes are reflected below.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst	Shielding advice has been paused nationally from 31 st March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.	All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable All CEV and CV staff should have an individual risk assessment.	ALL Staff	From 1 st Sept 20 onwards	From 1 st Sept 20 onwards From 1 st April onwards
	Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely				From 1 st Sept 20 onwards

<p>individuals deemed to be at a higher risk of severe illness</p>	<p>vulnerable, may continue to attend school where it is not possible to work from home. They should follow the system of controls implemented in this risk assessment.</p>				
	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.</p>				<p>From 1st Sept 20 onwards</p>
	<p>Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in school.</p> <p>Employers should be aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).</p> <p>This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p>	<p>A risk assessment should be conducted for pregnant women.</p> <p>Individual discussions should be held with the member of staff to determine support measures to minimise risk. Working from home is an appropriate adjustment from the 28 week point.</p>			<p>From 1st Sept 20 onwards</p>
	<p>Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can attend school and should follow the system of controls implemented in this risk assessment.</p>	<p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</p>			<p>From 1st Sept 20 onwards</p>
	<p>Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial</p>	<p>Employees who are self isolating and who are fit to work may work from home in agreement with their headteacher</p>			<p>1st Sept and onwards</p>

	notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school.				
	The government has set a requirement for people returning from some countries to quarantine for 10 days upon their return	Staff will need to be available for work in school from the start of the autumn term. Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time. If holidays were pre-booked before lockdown/restrictions were put in place, this situation should be discussed with your Headteacher and HR advice will be sought.			1 st Sept and onwards
	Staff returning from travel outside the UK can be asked to take a test before returning to school/site	People who return from countries which are not on the travel corridor list should self-isolate for 10 days.			1 st Sept and onwards
	All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs)				1 st Sept and onwards

CLASS/GROUP SIZES

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk)	Reduce contact between people as much as possible by ensuring children only mix in a consistent bubble (typically their class or year group) and that bubbles do not mix	<p>Staff to child ratios in EYFS continue to apply Bubbles organised and agreed – timetable in place to prevent bubbles mixing Hall rota in place Zones allocated for breaks Zones allocated for intervention Staff communicate with each other virtually and avoid unnecessary drop-ins to other classes Staff avoid unnecessary visits to main office and HT office Any pupils moving around school MUST be accompanied by an adult</p> <p>Where schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small.</p>	SLT	From 1 st Sept 20 onwards Ongoing	4 th Sept and onwards 16 th Nov 20
	Desks spaced as far apart as possible to support distancing, where possible. Seat pupils side by side and facing forwards	<p>Tables in rows in class Tables in rows in intervention zones</p> <p>Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.</p>	SLT		4 th Sept and onwards 16 th Nov
Not enough staff to supervise the groups	If there are shortages of teachers, TAs may be deployed to lead groups or cover lessons, working under the direction of a qualified teacher	Any redeployments should not be at the expense of supporting pupils with SEND	SLT		4 th Sept and onwards
	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum		SV/HTs		4 th Sept and onwards

	<p>Schools can continue to engage supply teachers and other supply staff. ITT trainees can continue to be hosted in school during the lockdown period.</p>	<p>Same supply teacher (LC) used where possible</p>	<p>SV/HTs</p>		<p>4th Sept and onwards</p>
	<p>Supply staff and other temporary workers can move between schools</p>		<p>SV/HTs</p>		<p>4th Sept and onwards</p>

IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new and persistent cough or a high temperature they must be sent home and advised to follow the COVID 19 guidance for households with possible coronavirus infection guidance	Flowchart and agreed procedure proforma created 30th September	SLT	Ongoing	4 th Sept and onwards
	If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2metres away from other people	A window should be opened for ventilation Isolation room is old Reading Recovery room Pupil developing symptoms in school form to be completed	SLT	Ongoing	4 th Sept and onwards Sept 11 th onwards
	If they need to use a bathroom while waiting to be collected, they should use a separate bathroom if possible	The bathroom should be cleaned and disinfected before being used by anyone else	SLT	Ongoing	4 th Sept and onwards
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (ie a very young child or one with complex needs)		All Staff	Ongoing	4 th Sept and onwards
	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:	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	All Staff	Ongoing	4 th Sept and onwards
	<ul style="list-style-type: none"> the symptomatic person subsequently tests positive 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 a LFD test as part of a community or worker programme 				

	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others	Zones used will be fogged after cleaning as an additional cleaning measure	All Staff	Ongoing	4 th Sept and onwards
Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing	4 th Sept and onwards

IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days and arrange a test.	Their fellow household members should self-isolate for 10 days	SLT	Ongoing	4 th Sept and onwards
	In the event of a parent insisting that a child with symptoms attends school, the school can take the decision to refuse the child entry if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.				4 th Sept and onwards
	All staff and pupils have access to a test if they display symptoms of coronavirus and they are encouraged to get tested in this scenario	At the point of accessing tests, provisional lists of potential contacts will be drawn up between staff members and HT	SLT/All Staff	Ongoing	4 th Sept and onwards
	If an individual tests negative, they can return to school and the fellow household members can end their self isolation				4 th Sept and onwards
	If an individual tests positive, the rest of their class/group inc staff members should be sent home and told to self-isolate for 10 days	The other household members of that wider class/group do not need to self-isolate unless the individual they live with in that group subsequently develops symptoms	SLT/All Staff	Ongoing	4 th Sept and onwards
	As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.	In some case a larger number of children may be asked to self-isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary	SLT	Ongoing	4 th Sept and onwards

ENGAGE WITH THE NHS TEST AND TRACE PROCESS

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (www.gov.uk/guidance/contacts-phe-health-protection-teams)

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Transmission risk is potentially higher if NHS Test and Trace process is not adhered to</p>	<p>From 18 Jan 21, staff in primary schools will be supplied with Lateral Flow Device (LFD) test kits to self swab. Staff will be asked to take their kits home and carry out the test twice a week (at home). Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home kit. Staff also need to inform their Headteacher of a positive result ASAP.</p> <p>Testing is not mandatory and staff do not need to provide proof of a negative test to attend school.</p> <p>Staff with a negative LFD test result can continue to attend school.</p> <p>Staff with a positive LFD test result will need to self-isolate and arrange a polymerase chain reaction (PCR) test to confirm the result. If the PCR test result is negative this result overrides the LFD test result and there is no requirement to self-isolate.</p> <p>If the PCR test is positive, the individual and close contacts will be required to self-isolate.</p> <p>Anyone who has tested positive for COVID should not take part in the LFD testing process for 90 days after a positive test result. They should only have another test if they start developing symptoms again.</p>	<p>Staff will be asked to test on a Sunday afternoon/evening (at a time which allows a clear 48hr window (ie after 5pm) from last being in school and in contact with colleagues and pupils). If a staff member has a positive LFD test result, they must self-isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will not be required to self-isolate given the 48 hr window from last contact.</p> <p>Staff will be asked to take a 2nd test on a Wednesday evening (at home). If a staff member has a positive LFD test result, they must self-isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will be required to self-isolate. If the PCR test result is negative then the individual and members of the isolating bubble will be able to return to school. If the PCR test is positive, the individual and close contacts will be required to self-isolate.</p>	<p>Headteacher and all staff opting in to testing</p>	<p>31st January</p>	<p>31st January onwards</p>
	<p>All staff and parents/carers must be advised that they will need to be ready and willing to :</p>	<p>Communicate expectations clearly with parents and staff.</p>	<p>Headteacher</p>	<p>4 Sept 20</p>	<p>4th Sept and onwards</p>

	<ul style="list-style-type: none"> • book a PCR test if they or their child 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. • provide details of anyone they or their child(ren) have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus or if they are required to do so having recently travelled from certain other countries 	<p>Details of potential close contacts to be discussed at the point of the test being arranged by staff member and HT</p>			<p>2nd Nov 20 16th Nov 20</p>
<p>Anyone who displays symptoms of coronavirus can and should get a test.</p>			<p>ALL</p>	<p>From 1 Sept 20 onwards</p>	<p>4th Sept and onwards</p>
<p>Parents and staff should inform school immediately of the results of a test and follow this guidance :</p>		<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating & other members of their household can stop self isolating.</p> <p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & 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 a cough or loss of sense of smell/taste. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self isolating until their temperature returns to normal. Other members of the household should continue self isolating for the full 10 days.</p>	<p>ALL</p>	<p>From 1 Sept 20 onwards</p>	<p>4th Sept and onwards</p>
<p>If someone who has attended school has tested positive, schools should contact the local health protection team.</p>		<p>This team will also contact schools directly if they become aware that someone who has tested positive attended the school – as</p>	<p>ALL</p>	<p>From 1 Sept 20 onwards</p>	<p>4th Sept and onwards</p>

		<p>identified by NHS Test & Trace. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self-isolate.</p> <p>School will complete the PHE E:form to notify of suspected and confirmed cases</p>			2 nd Nov 20
	<p>If a person has tested positive, school must send home those people/children 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>The health protection team will provide definitive advice on who must be sent home.</p> <p>They can also get a PCR test.</p>	<p>A contact is a person who has been close to someone who has tested positive for COVID-19 with a PCR test.</p> <p>You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • skin-to-skin physical contact for any length of time • been within one metre for one 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 one day) • travelled in the same vehicle or a plane <p>Household members of those contacts who are sent home do not need to self-isolate</p>	Headteacher	From 1 Sept 20 onwards	4 th Sept and onwards

		<p>unless the child or staff member who is self isolating subsequently develops symptoms</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10 day isolation period they should follow guidance for households with possible or confirmed coronavirus infection. They should get a test, and :</p> <ul style="list-style-type: none"> • If the test is negative, they must remain in isolation for the remainder of the 10 day isolation period. • If the test is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms. 			
	<p>Schools must not share the names or details of people with coronavirus unless essential to protect others</p> <p>If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will advise if additional action is required.</p>		Headteacher	From 1 Sept 20 onwards	4 th Sept and onwards 4 th Sept and onwards

CLEANING AND HYGIENE

Follow the COVID 19: cleaning of non healthcare settings guidance

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Potential Exposure to Covid – 19 (Corona Virus):	Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.	Additional cleaning products (Zoono) introduced to bolster the impact of routine cleaning. MSDs issued to PS	EHSO	Ongoing	3 rd September
Normal cleaning routine.	<p>Follow UK Government guidelines in reducing the likelihood of exposure.</p> <p>https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</p> <ul style="list-style-type: none"> Personal protective equipment (PPE) <ul style="list-style-type: none"> Disposable gloves Apron Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. 	<p>Internal deep cleans</p> <p>Accurate recording of routine cleaning undertaken in all areas – ALL</p> <p>Fogging machine to be used at each school at termly intervals and following any confirmed cases</p> <p>Increase availability of PPE</p> <p>Increase order quantities of skin friendly hand soap</p> <p>Cleaning routine to be extended to door handles and access keypads and photocopier touch pads and buttons</p> <p>Wash hands after cleaning task</p>	<p>EHSO</p> <p>Cleaners / All</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>Cleaners</p>		16 th Nov 20
Potential Exposure to Covid – 19 (Corona virus):	All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:	Fog area if suspected symptomatic person has come in contact	PS	Ongoing	4 th Sept and onwards
Cleaning after symptomatic individual has passed through and spent minimal time.	<ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids. All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. 	When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.ee donning a mask.	EHSO/PS	Ongoing	

	<p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; <p>or</p> <ul style="list-style-type: none"> • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; <p>or</p> <ul style="list-style-type: none"> • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</p>	<p>Increase order quantities. EHSO to work with PS to source items difficult to find and make orders on behalf of the trust as required.</p> <p>Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth</p> <p>Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals</p>		<p>Ongoing</p> <p>Ongoing</p>	
<p>Waste Normal removal of waste (including</p>	<p>Waste should be put in a plastic rubbish bag and tied when full.</p> <ul style="list-style-type: none"> • Personal protective equipment (PPE) 	<p>Increase availability of PPE</p>	<p>PS</p>	<p>Ongoing</p>	<p>4th Sept and onwards</p>

disposable cloths and tissues):	<ul style="list-style-type: none"> • Disposable gloves • Apron • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces. • do not touch your eyes, nose or mouth if your hands are not clean. 	Increase order quantities of skin friendly hand soap	PS	Ongoing	
Waste Waste from possible cases and cleaning of areas where possible cases have been.	<p>Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste.</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p>	<p>Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team.</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection</p>		Ongoing Ongoing	

Review period: **After any UK Governmental Department announcement.**
 Created: September 1st 2020 - MAT
 Updated: September 28th 2020 - MAT
 Updated: October 27th 2020 - School
 Updated November 5th - MAT

Updated November 5th - School

Updated November 17th – School

Updated November 26th – School

Updated December 2nd – MAT

Updated December 14th – MAT

Reviewed December 30th – School

Updated January 4th, 5th or 8th – MAT

Updated 25th January 2021 – Testing

Updated 6th February 2021 following guidance update – issued by MAT 4th February 2021

Updated 2nd March following guidance update – issued by MAT 1st March 2021 in preparation for re-opening to all pupils on 8th March 2021

Updated 14th April following guidance update – issued by MAT 13th April 2021 following guidance update 6th April 2021

FITZWILLIAM PRIMARY SCHOOL INTERVENTION RISK ASSESSMENT

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Direct & indirect transmission of the virus;</p> <p>Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk),</p>	<ul style="list-style-type: none"> Different area of school allocated for intervention to take place; 	<ul style="list-style-type: none"> Each pupil allocated own space or table in allocated area for intervention: <ul style="list-style-type: none"> Year 1 – back of Year 1 classroom Year 2 – Zone 1 in the gym Year 3 – Zone 2 in the gym Year 4 – Family Learning Room / Hall Year 5 – Learning Zone Year 6 – Zone 3 in the gym 	PQ, class teachers and support staff	16 th Nov	16 th Nov
	<ul style="list-style-type: none"> Corridor markings to ensure pupils travel down corridors to intervention areas safely 	<ul style="list-style-type: none"> Intervention pupils must be supervised by an adult to and from intervention areas; For shared areas, e.g. the gym, Year 6 will use the far doors for entry and exit, whilst Year 2 and 3 will use the near doors for entry and exit; 	Class teachers and support staff	16 th Nov	16 th Nov
	<ul style="list-style-type: none"> Timetable in place to avoid pupils from different bubbles from coming into contact; 	<ul style="list-style-type: none"> Years 1, 4 and 5 are able to manage own intervention timings owing to not sharing rooms / spaces Years 2,3 and 6 have timetabled times to follow; Year 3 cannot be in the gym at the same time as Years 2 and 6; Years 2 and 6 are distanced at the two ends of the gym; 	PQ, Class teachers and support staff	16 th Nov	16 th Nov
	<ul style="list-style-type: none"> Limiting numbers of pupils accessing intervention areas 	<ul style="list-style-type: none"> Pupil number limits in place for each of the intervention areas: <ul style="list-style-type: none"> Year 1 – based within own classroom – adults control numbers of pupils Year 2 – gym – no more than 4 pupils and 1 adult at once Year 3 – gym – no more than 4 pupils and 1 adult at once 	PQ, Class teachers and support staff	16 th Nov	16 th Nov

		<ul style="list-style-type: none"> - Year 4 – Family Learning – no more than 5 pupils and 1 and 1:1 pupil / adult at once - Year 5 – Family Learning – no more than 5 pupils and 1 and 1:1 pupil / adult at once - Year 6 – gym – no more than 4 pupils and 1 adult at once 			
	<ul style="list-style-type: none"> • Social distancing working in groups 	<ul style="list-style-type: none"> • Each pupil will have their own table / space at a larger table for intervention; • Adults will wear a face shield / visor; • Adults will support pupils, maintaining distance, by any of the following: <ul style="list-style-type: none"> - Standing up whenever possible; - Leading intervention from the marked area (at the front, to the side, of the pupils) - Sitting at the side of the pupil at distance; - Standing behind the pupils - Avoiding being face-to-face with the pupils 	PQ, Class teachers and support staff	16 th Nov	16 th Nov
	<ul style="list-style-type: none"> • Social distancing working 1:1 	<ul style="list-style-type: none"> • Pupils and adult will be able to have their own table each; • Adults will wear a face shield / visor; • Adults will support pupils, maintaining distance, by any of the following: <ul style="list-style-type: none"> - Standing up whenever possible; - Leading intervention / 1:1 work from the agreed area / distance; - Sitting at the side of the pupil at distance; - Avoiding being face-to-face with the pupil - Standing behind the pupils 	PQ, Class teachers and support staff	16 th Nov	16 th Nov
	<ul style="list-style-type: none"> • Pupils having their own equipment 	<ul style="list-style-type: none"> • Each pupil will have their own pack of equipment to use 	Class teachers and support staff	16 th Nov	16 th Nov

	<ul style="list-style-type: none"> • Enhanced cleaning 	<ul style="list-style-type: none"> • Cleaning products are readily available in the intervention areas; • Sanitiser will be readily available in the intervention areas; • Pupils and staff will sanitise hands on entry and exit to intervention areas; • Tables and chairs will be wiped down, by the supervising adult, before and after use by different children; 	Class teachers and support staff	16 th Nov	16 th Nov
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FITZWILLIAM PRIMARY SCHOOL BREAKFAST AND AFTERSCHOOL CLUB RISK ASSESSMENT

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Direct & indirect transmission of the virus;</p> <p>Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk),</p>	<ul style="list-style-type: none"> Different area of school allocated for club to take place; 	<ul style="list-style-type: none"> Each class allocated own table in allocated area in gym: <ul style="list-style-type: none"> Year 1 – table 1 Zone 1 in gym Year 2 – table 2 Zone 1 in gym Year 3 – table 3 Zone 2 in gym Year 4 – table 4 Zone 2 in gym Year 5 – table 5 Zone 3 in gym Year 6 – table 6 Zone 3 in gym 	PQ, VF, AW, Breakfast and Afterschool Club staff (JW, SO, SC, TM)	2 nd Dec	27 th Nov
	<ul style="list-style-type: none"> Corridor markings to ensure pupils travel down corridors to and from classroom to clubs safely and toilets and clubs safely 	<ul style="list-style-type: none"> Pupils must be supervised on entry to gym; Pupils must be supervised by an adult to and from classroom and gym; Pupils must be supervised by an adult to and from toilets and gym; Pupils must be supervised by an adult from gym to exit on collection; Years 1,2 and 3 will exit using near doors of gym; Years 1, 2 and 3 will use KS1 toilets; Years 4, 5 and 6 will exit using far doors of gym; Years 4, 5 and 6 will use KS2 toilets; Only 1 pupil at a time will be allowed to use the toilets, unless pupils are from the same bubble when 2 pupils can use at a time; 	PQ, VF, AW, Breakfast and Afterschool Club staff (JW, SO, SC, TM)	2 nd Dec	27 th Nov
	<ul style="list-style-type: none"> Timetable in place to avoid pupils from different bubbles from coming into contact; 	<ul style="list-style-type: none"> Pupils can arrive for Breakfast Club from 7:15am Pupils will be taken to classes from 8:35am Pupils will be taken to Afterschool Club from 3:20 Pupils will be collected up to 4:30pm 	PQ, VF, AW, Breakfast and Afterschool Club staff (JW, SO, SC, TM)	2 nd Dec	27 th Nov
	<ul style="list-style-type: none"> Limiting numbers of pupils accessing Breakfast Club in trial: 	<ul style="list-style-type: none"> Pupils allocated own tables (as detailed above) for each class; 	PQ, VF, AW, Breakfast	2 nd Dec	27 th Nov

	<ul style="list-style-type: none"> - • Limiting numbers of pupils accessing Breakfast Club in from January - • Limiting numbers of pupils accessing After School Club in trial: - • Limiting numbers of pupils accessing After School Club from January: - 	<ul style="list-style-type: none"> • Pupil limits in total and per table (class); 	<p>and Afterschool Club staff (JW, SO, SC, TM)</p>		
	<ul style="list-style-type: none"> • Social distancing between different year groups and staff 	<ul style="list-style-type: none"> • Each pupil will have their own table distanced from other classes of children; • Pupils will have set, distanced places; • Adults will wear a face shield / visor; • Adults will support pupils, maintaining distance, by any of the following: <ul style="list-style-type: none"> - Standing up whenever possible; - Keeping safe distance of 2m wherever possible from children; - Do not spend 15 minutes or more within 2m of any pupils; - When 2m distance is not possible, maintain a distance of more than 1m from children; • Avoiding being face-to-face with the pupils for any period of time. 	<p>PQ, VF, AW, Breakfast and Afterschool Club staff (JW, SO, SC, TM)</p>	<p>2nd Dec</p>	<p>27th Nov</p>
	<ul style="list-style-type: none"> • Pupils having their own equipment 	<ul style="list-style-type: none"> • Pupils will be able to use equipment from their own pack of equipment in class; • Each table of pupils will have their own sets of games and equipment for use at their table; • Each pupil will have a box of equipment that will remain with that pupil for the week – it will be collected on a Thursday and quarantined Friday, Saturday and Sunday before use again on a Monday. 	<p>PQ, VF, AW, Breakfast and Afterschool Club staff (JW, SO, SC, TM)</p>	<p>2nd Dec</p>	<p>27th Nov</p>
	<ul style="list-style-type: none"> • Enhanced cleaning 	<ul style="list-style-type: none"> • Cleaning products are readily available in the gym; • Sanitiser will be readily available in the gym; 	<p>PQ, VF, AW, Breakfast and Afterschool</p>	<p>2nd Dec</p>	<p>27th Nov</p>

		<ul style="list-style-type: none"> • Pupils must sanitise hands before entry and exit to Breakfast and Afterschool Clubs; • Tables and chairs will be wiped down, by the supervising adults, before and after use by different children; • Equipment will be cleaned before being used by different pupil; • Staff cleaning equipment will wear gloves to do so. 	Club staff (JW, SO, SC, TM)		
	<ul style="list-style-type: none"> • Safe serving of breakfast 	<ul style="list-style-type: none"> • Menu will be limited (initially to toast); • Breakfast will be served at at two points in the morning, between 7:30 and 7:45 and 8:00 and 8:15am • Adults will wear gloves when preparing food; • Food will be served from behind the children, avoiding any face-to-face contact; • Food will be served on paper plates that can be disposed of once all children have finished breakfast; • Used plates will be placed at the end of the table for collection; • Staff will place used plates straight into a bin bag to be disposed of; 	Breakfast Club staff (JW, SO, TM)	2 nd Dec	27 th Nov

FITZWILLIAM PRIMARY SCHOOL – EXTRA-CURRICULAR CLUBS RISK ASSESSMENT

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Direct & indirect transmission of the virus;</p> <p>Transmission risk is higher in larger group sizes and where groups are not kept apart</p>	<ul style="list-style-type: none"> Clubs arranged on different days: <ul style="list-style-type: none"> Monday – STEM Club Tuesday – Football Club Wednesday – Tennis Club Thursday – Dance Club 	<ul style="list-style-type: none"> Each club limited in numbers and restricted to one class, or two classes where the pupils can be easily distanced: <ul style="list-style-type: none"> STEM Club – Year 6 only Football Club – Years 4 and 5 only Tennis Club – Year 3 only Dance Club – Years 1 and 2 only 	PQ, VF, AW	19 th April	19 th April
	<ul style="list-style-type: none"> Specific, well ventilated designated areas of school allocated for club activities to take place: <ul style="list-style-type: none"> STEM Club – Year 6 classroom Football Club – School Field Tennis Club – School Field or Playground (after 3:30pm) Dance Club – School Field or Hall in wet weather 	<ul style="list-style-type: none"> Parents have been informed that Football and Tennis Clubs will continue regardless of the weather conditions; Parents are able to withdraw their children from clubs on days when weather conditions are deemed too wet or too cold if they wish; Pupils will be collected from classrooms and walked to coaches (one year group at a time where there is more than one year group) and exit the building through allocated doors: <ul style="list-style-type: none"> Football Club – Y6 doors – 3:15-3:0 Tennis Club – Main Entrance – 3:15-3:20 Dance Club – Main Entrance – 3:15-3:20 Dance Club – to hall in wet weather Collection points and times agreed to allow social distancing between parents, pupils and after school wraparound care: <ul style="list-style-type: none"> STEM Club – Year 6 doors Football Club – Year 6 lines near office Tennis Club – Year 6 lines near office Dance Club – Year 6 lines near office 	<p>PQ, Frickley coaches</p> <p>AW and PQ</p> <p>Frickley Coaches</p>	19 th April	19 th April
	<ul style="list-style-type: none"> Social distancing measures in place for pupils and adults 	<ul style="list-style-type: none"> Where two year groups attend the same club, pupils will work in year group bubbles within the club; Different bubbles will work separately from each other; 	Frickley Coaches	19 th April	19 th April

		<ul style="list-style-type: none"> • Activities will be limited to skill drills rather than game situations if physical contact is likely, e.g. football; • Different year groups will be taken to club separately from one another; • Different year groups will line up for collection separately from each other. 			
	<ul style="list-style-type: none"> • Appropriate use of PPE in place 	<ul style="list-style-type: none"> • Adults will wear face coverings when on school site, when in communal areas and moving around school building; • Adults may remove face coverings when delivering clubs / sessions outside. 	PQ, AW, Frickley coaches	19 th April	19 th April