

**Premises:** Wickersley Partnership Trust

**Activity and/or Environment to be assessed:** Covid-19

**Assessors:** Mrs. A. Lee, Mr. L. Rushforth, Mr. T. Hardcastle, Mr. M. Turton, Mr. M. Sutton

**Date:** May 2021

**Review Date:** June 2021

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

**Premises:** Wickersley Partnership Trust – mitigation of [risk addendum](#) to Trust COVID-19 risk assessment

**Activity and/or Environment to be assessed:** The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection during school operating hours. It has been updated in line with guidance from the UK Government as this has changed most recently in May 2021

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
<https://www.gov.uk/government/publications/face-coverings-in-education>

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

**THE RISK ASSESSMENT WILL:**

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

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Completed by (DATE) 7. Responsibility (NAME)
			L	S	Score	Risk		
a) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, are required to self-isolate for travel related reasons, or have been told by NHS Test and Trace to self-isolate	E YP P C V EM	<b>PREVENTION</b>  Managing children and adults with symptoms in line with PHE guidance to reduce the spread of the virus	4	4	16	H	<b>Child or adult with symptoms outside WPT/School</b>  Students, staff and other adults must not come into the school if: <ul style="list-style-type: none"> <li>• they have one or more COVID-19 symptoms</li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms</li> <li>• they are legally required to quarantine,</li> <li>• having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> <li>• have been in close contact with someone who tests positive for COVID-19</li> </ul> They must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the student can return to school)</li> </ul>	Covid Team  ACE, KBK

<p>do not attend school;</p> <p>Transmission of virus due to insufficient hand hygiene</p>		<p><b>Hand washing</b> Hand washing facilities with soap and water are available in all toilet areas.</p>	4	5	20	<p>They must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the school must:</p> <ul style="list-style-type: none"> <li>• send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the guidance for households with possible or confirmed COVID-19 infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have COVID-19</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.</p> <p>If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms, but develops symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>For a Student or adult who develops symptoms during the school day, please see a section in this risk assessment below - 'dealing with a suspected case of Covid-19 in school'.</p> <p><b>Close contact</b></p> <p>A risk assessment may be needed to determine who is a close contact. This can be anyone who:</p> <ul style="list-style-type: none"> <li>• lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>• has had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li> <li>• travelled in the same vehicle or a plane</li> </ul> </li> </ul> <p>Whilst awaiting the confirmatory PCR result, students and staff and close contacts should continue to self-isolate.</p> <p>If someone who uses transport tests positive, the assessment is likely to take account of factors such as:</p> <ul style="list-style-type: none"> <li>• vehicle size</li> <li>• degree of face-to-face contact</li> <li>• length of time in close proximity</li> <li>• whether a Perspex screen is in place</li> </ul> <p><b>Hand washing</b></p> <p>A. Staff must ensure (as far is reasonably practical) that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;</p> <p>B. Students (and staff) are encouraged to wash hands for 20 seconds following PHE guidance. See NHS hand washing guidance</p>	<p>LRH, TDT resources...</p> <p>All Staff implementation</p>
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Transmission of virus due to insufficient respiratory hygiene		Guidance on hand washing can be found at the below link; <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>			<p>C. Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content)</p> <p>D. Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion;</p> <p>E. Ensure bins emptied regularly throughout the day.</p> <p>F. Staff to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p> <p>G. Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available.</p> <p>H. Reactive cleaners to clean toilets and sinks frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day.</p> <p><b>Additional points:</b></p> <ul style="list-style-type: none"> <li>• Hand washing remains the main method of preventing the spread of the virus. Students will be provided with frequent reminders from posters (updated and in-line with the latest guidance and advice) strategically placed above each sink.</li> <li>• Staff to practice and model with the younger children as part of the daily routine as necessary. Practitioners will support younger children and children with complex needs who may encounter problems handwashing independently</li> <li>• Drinking fountains will be taken out of use.</li> </ul>	LRH
Transmission of virus through insufficient cleaning of surfaces					<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• As part of the Step 3 roadmap, it has been determined that it is no longer necessary to recommend the additional precautionary face covering measures that were recommended from the 8 March.</li> <li>• From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for students in classrooms or communal areas, in all schools within the Trust.</li> <li>• Face coverings are also no longer recommended for staff in classrooms. In all schools face coverings should continue to be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</li> </ul> <p><b>Additional points:</b></p> <ul style="list-style-type: none"> <li>• Staff should understand that the wearing of a face covering would not replace the regularity required for hand hygiene measures and routines outlined above.</li> <li>• Some individuals are exempt from wearing face coverings. This applies to those who: - Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. Those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Those who rely on visual signals for communication, or communicate with or provide support to such individuals.</li> </ul> <p><b>Ensuring good respiratory hygiene</b></p> <ol style="list-style-type: none"> <li>a. Staff and students are reminded regularly to catch coughs and sneezes in tissues - <i>Follow 'Catch it, Bin it, Kill it'</i> and to avoid touching your face, eyes, nose or mouth with unclean hands.</li> <li>b. Tissues will be made available throughout the site/classroom.</li> <li>c. Posters and games/rhymes to reinforce key messages.</li> <li>d. Where possible windows and doors (not fire doors) need to be left open to ensure that the rooms are well ventilated;</li> <li>e. sufficient stocks of tissues/ sanitiser in place for students and staff to use.</li> </ol> <p><b>Cleaning</b></p>	All Staff  All Staff  All Staff

		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p>				<p>Rigorous checks will be carried out by site managers/caretakers to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> <li>Classroom based equipment (eg: books and games) can be used within the bubble and then thoroughly cleaned more regularly than normal.</li> <li>Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches – will be cleaned more regularly than normal.</li> <li>Alcohol based hand sanitiser will be available at all times too.</li> <li>Soft play and soft furnishings minimised in EYFS.</li> <li>Prop open internal doors (unless they are fire doors) to reduce contact. Where they are fire doors they should be cleaned more regularly throughout the day as part of the react clean process.</li> <li>Designated reactive cleaners for all areas throughout site to ensure consistency with whole school cleanliness.</li> </ul>	LRH, TDT
		<p><b>Hand sanitiser</b> Hand sanitiser dispensers are located throughout all schools and are refilled regularly.</p>				<p><b>Hand sanitiser</b></p> <p>All schools must ensure they have sufficient number of hand dispensers throughout site and at key locations including:</p> <ul style="list-style-type: none"> <li>School entrances</li> <li>Toilets</li> <li>Outside offices</li> <li>Where possible, outside all classrooms</li> </ul> <p>Schools must make sure they always have stocks of hand sanitiser. Requests for more stock can be made to the Trust Facilities Manager, Lee Rushforth, <a href="mailto:Lrushforth@wickersleypt.org">Lrushforth@wickersleypt.org</a>.</p>	LRH, TDT
		<p><b>Distancing</b> Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England - this will determine the number of</p>				<p><b>Social distancing</b> Staff, students and visitors to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Parents encouraged not to access the site wherever possible.</p>	All Staff
						<p><b>Ventilation</b> Wherever possible, all spaces should be well ventilated using natural ventilation i.e. windows open and door where safe to do so. Classroom doors, corridor doors and office doors should be wedged open (unless they are fire doors) to avoid unnecessary touching of surfaces.</p>	All Staff
						<p><b>PPE</b></p>	

		<p>students that each room can accommodate.</p> <p><b>RPE (Respiratory Protective Equipment)</b> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to implement 'protective measures' including social distancing, increased cleaning and practice good hand hygiene.</p> <p>Where RPE is a requirement for risks associated with the work undertaken disposable face coverings will be supplied.</p>					<p>WPT will make PPE available to school. Requests for PPE (gloves, aprons and face covering) can be made to the Trusts Facilities Manager, Lee Rushforth, <a href="mailto:Lrushforth@wickersleypt.org">Lrushforth@wickersleypt.org</a></p> <p><b>Intimate care</b> DFE advice states that "The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way</li> <li>if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face covering will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then gloves, an apron and a face covering should be worn by the supervising adult.</li> </ul> <p>'Emergency Response' PPE kits will be available for staff when responding to a student presenting with COVID-19 symptoms – gloves, aprons and face coverings.</p> <p><b>First aid</b> In the event of a student requiring first aid for a minor injury/cut, staff administering basic first aid will wear appropriate PPE due to the lack of social distancing possible – eg: gloves, apron, face covering. PPE will be used by first aiders at all times (regardless of need)</p> <p>If any schools require gloves, aprons, face coverings and face visors the Trust will be make them available. Contact Lee Rushforth <a href="mailto:Lrushforth@wickersleypt.org">Lrushforth@wickersleypt.org</a></p> <p>All COVID-19 related monitoring must take place in designated isolation rooms</p>	<p>LRH</p> <p>APE, DCS</p> <p>LRH, NDR</p>
Spread of Covid-19 (Coronavirus)	E YP P C V EM	<p><b>DELAY</b> To minimise unnecessary contact and social mixing To minimise contact with other adults/students (social distancing) in the shared areas and classroom in order to reduce</p>	3	4	12	Med-ium	<p><b>PREVENTION, CONTAINMENT AND DELAY MEASURES</b></p> <p>Schools will retain their current bubbles. However, from 7<sup>th</sup> June the following are permitted</p> <ul style="list-style-type: none"> <li>Movement of students around schools to facilitate use of specialist classrooms and facilities can take place. Wherever possible, bubbles should not cross. Floor markings to ensure students are encouraged to stay 2m apart.</li> <li>Setting of classes in year groups can return.</li> </ul>	NTR, DWG

		<p>the risk of virus transmission</p> <p>AND</p> <p>Allow contact tracing should there be an outbreak of COVID-19</p>				<p>In the event of a school closure the students of key workers and vulnerable students should be taught in smaller class sizes, remain in consistent groups and these groups should only be taught in one classroom with a fixed seating plan. This is to ensure that in the event of a positive case any close contacts would be kept to an absolute minimum.</p> <p>Staggered start/end times will continue for specific year groups - dependent on school circumstances. Classrooms will be well ventilated (open doors and windows). Students to use own labelled water bottle provided by parents/carers. Cleaned and returned daily. Not left on site.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between staff and other year groups they should try and keep their distance between other students and staff as much as they can ideally 2m from other adults.</p> <p>Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should minimise contact and maintain as much distance as possible from other staff.</p> <p>Students will line-up, when coming into class, in order of the back row to front row, to avoid students passing each other. Seating plans and strict restrictions on the movement of children and staff will aid test &amp; trace should a need to self-isolate arise.</p> <p>Classrooms furniture (desks and chairs) will be set-up in rows, facing the front except for younger students where this may not be appropriate. HTs will remove all unnecessary furniture in each classroom.</p> <p>Students who may be more prone to low level disruption/engagement will be seated closer to the front.</p> <p>Wherever possible, teachers, of all but the youngest children sustain social distance, by attempting to 'teach from the front of the room'.</p> <p>PE lessons will be planned to minimise the use of equipment and will focus on active exercise and maintaining social distancing. Any equipment will be limited and will be easily cleaned at the end of each session.</p> <p>Adults, when circumstances allow, should maintain a 2m distance from students (particularly in Secondary) and avoid close face contact and minimise time spent within 1m of anyone.</p> <p>Shared resources between bubbles will be cleaned frequently.</p> <p>Assemblies and collective gatherings will be held virtually only.</p> <p>School will manage visitors onsite and providers will be met with a combination of advice/guidance and detailed record keeping . Records of visitors will be kept and stored securely for a period of fourteen days to enable test and trace.</p> <p>Schools will establish an intervention room to support students when required, where this cannot be a separate room it should be connected to the isolation/sanction room.</p> <p>Staff and students wash hands thoroughly before and after each session. Equipment set up in room prior to start of session. Student(s) collected from classroom and follow member of staff (socially distanced). Desk and equipment cleaned at the end of each day.</p> <p><b>Break times and Lunchtimes</b></p> <p>Break times and lunchtimes will be staggered and outside areas will be divided/demarcated where social distancing cannot be enforced. Students wash hands upon re-entering the building after break/lunchtime. Schools will limit the occupancy of staff/rest rooms and/or find alternative spaces for staff to take refreshments/lunch. Additional electrical devices eg; toasters/kettles must not be taken into classrooms.</p> <p><b>Practical lessons</b></p>	<p>ARN</p> <p>ARN</p> <p>DBN, HOYs</p> <p>Reception</p> <p>TDT, NTR</p> <p>AHT, JMN</p>
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					<p>Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between students in dance and drama.</p> <p>Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing.</p> <p>Performances - If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events <a href="https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19">https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19</a> Schools may wish to still consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p> <p>Peripatetic teachers - Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move between schools.</p> <p>Singing, and playing wind and brass instruments in groups - Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</p> <p>When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. The government has published advice on safer singing <a href="https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing">https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</a></p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p>Handling equipment and instructions - Avoid sharing equipment wherever possible</p> <p>PE coaches will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will keep their distance from students and other staff as much as they can, ideally 2 metres from other adults. We recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Outdoor competition between different schools can take place. Changing room can be used for selected activities and in an emergency situation or by people with disabilities. Cleaning will follow usage. Toilet facilities can be accessed. The time spent congregating at a venue before and after the sporting activity should be strictly limited. Participants should arrive in kit, ready to warm up and commence the activity. Participants should bring their own water bottles and should avoid, wherever possible, sharing equipment.</p> <p>WPT use of Ulley Activity Centre is permitted. Students should not cross bubbles. As minibus use is required, the current group size limit on buses needs to be adhered to. There is a specific separate risk assessment in place for activities at the Ulley Activities Centre.</p> <p>Swimming lessons are permitted. When minibus use is required, the current group size limit on buses needs to be adhered to.</p> <p>Indoor competition between different schools can take place.</p> <p>Should external coach travel be used by a school, prior to confirming the booking the WPT staff member in charge of the trip needs to have access to and approve the risk assessment completed by the coach company. There needs to be seating plan for the children that is adhered to at each stage of the trip.</p>	<p>JMN</p> <p>AHT, JMN</p> <p>JMN</p> <p>JMN</p> <p>ARN</p> <p>ARN</p> <p>ARN, RGD</p>
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						<p><b>EXTRA CURRICULAR PROVISION INCL. BREAKFAST CLUB</b>  Schools can work towards resuming all before and after-school activities and wraparound. All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend. Schools should attempt to keep children in consistent groups when accessing these provisions. Smaller groups should be considered when it is not possible to do this. Access to these provisions can be in groups of any number.</p> <p>When considering appropriate group sizes, it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.</p> <p>The guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children may help you to plan extracurricular provision, including appropriate group sizes. Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> <li>• advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.</li> <li>• encourage them to check providers have put in place their own protective measures</li> <li>• send them the link to the guidance for parents and carers</li> </ul> <p>If you hire out your premises for use by external wraparound childcare providers, such as after-school or holiday clubs, make sure these organisations have:</p> <ul style="list-style-type: none"> <li>• considered the relevant government guidance for their sector</li> <li>• put in place protective measures</li> </ul> <p>Schools are able to work with external providers who will come on to the school site, so long as the restrictions above are followed. The school must have a copy of the external provider’s risk assessment and consider this risk assessment adequate prior to any agreement being made.</p> <p><b>REMOTE LEARNING</b>  HTs will adapt and adopt the revised WPT safeguarding policy which explicitly recognises the need to manage safeguarding concerns whilst remote learning. All schools will have an online learning policy. All schools will have remote learning policies in place to support students in the event of self-isolation, bubble closures or a full school closure. All schools will ensure that advice for parents and students is accessible online via the school internet. All schools must track engagement and ensure regular welfare checks take place prioritising the most vulnerable</p> <p><b>TRUST TRANSPORT (DEDICATED)</b>  It is important that wherever it is possible, that:</p> <ul style="list-style-type: none"> <li>• social distancing is maximised within vehicles</li> <li>• students either sit with their ‘bubble’ on school transport, or with the same constant group of children each day students clean their hands before boarding transport and again on disembarking</li> <li>• additional cleaning of vehicles is put in place</li> <li>• organised queuing and boarding is put in place</li> <li>• fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</li> <li>• Ventilation via open windows/vents will be maximised (where possible and appropriate) – weather and speed to be taken into consideration</li> <li>• The front row of seats will be left vacant</li> </ul>	<p>ACE</p> <p>ACE, KBK</p> <p>ACE</p> <p>LRH</p> <p>BusDrivers</p> <p>MOH</p>
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<b>Response to infection</b>								
Asymptomatic adults in attendance potentially spreading the virus	<b>E YP P C V EM</b>	<b>CONTAINMENT AND PREVENTION OF FURTHER SPREAD</b> Identity asymptomatic adults and students	<b>4</b>	<b>4</b>	<b>16</b>	<b>High</b>	Every staff member and secondary school student is being provided with access to a sufficient supply of lateral flow tests to allow them to undertake two tests a week at home. The result of these tests should be registered with the government. The school should be alerted as soon as is practical to any positive tests so that contact tracing can take place. The person with the positive test and the people that they live with should begin self-isolating immediately, for a period of 10 days. Any positive lateral flow test requires a follow up PCR test. This is requested through the NHS. Should the follow up PCR test be negative, self-isolation requirements will cease.	Contact case testing is ongoing

Suspected case whilst on site	E YP P C V EM	<b>CONTAINMENT</b> If a member of staff/student develops a high temperature or a persistent cough while on site.	2	4	8	Med	<p>School will have a designated room available to isolate students until they can be collected. The area the student/staff member was working should be made 'out of use' and deep cleaned. Making sure the cleaning team wear all the appropriate PPE while cleaning.</p> <p>To ensure a consistent response across the Trust, incidences where a school has to ask either a staff or student to stay home due to a positive test should be discussed with the CEO prior to enacting the decision.</p> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required</li> <li>a window should be opened for fresh air ventilation if it is safe to do so</li> <li>if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> <li>if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>personal protective equipment (PPE) must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching any surfaces</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed.</li> <li>The school determines which staff should self-isolate and inform the individuals.</li> </ul>	Ongoing ACE, Covid Team KBK
Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact Public Health England and initiate guidelines and advised protocols					<p><b>Liaise with WPT and follow the protocol outlined below:</b></p> <ul style="list-style-type: none"> <li>Send students/staff home</li> <li>Instigate a deep clean</li> <li>Once the deep clean has been conducted re-open school</li> <li>Students/staff with no symptoms can return to school immediately</li> <li>Students/Staff with symptoms will self-isolate for in line with government guidance.</li> </ul> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should liaise with WPT, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>	As required Covid Team
Spread of Covid-19 (Coronavirus)  Access / egress to site	E YP P C V EM	<b>PREVENTION</b> To prevent the transmission from external visitors.  To minimise risk of transmission at the start and end of the school day.	2	4	8	Med	<p>Signage to be used to request that all staff, visitors and students wash or sanitise their hands on entering and leaving site. Signage to be used to notify people that there should only be one visitor in the reception area at a time, wear a face covering (unless medically exempt) and to practice social distancing measures.</p> <p>PVC screens to be used to protect staff working in reception areas.</p> <p><b>Parents/carers</b></p> <p>Parents to drop their child just 'off-site' (wherever possible), without congregating at school gates. Schools, wherever possible, to operate a one-way system on and off the school site and parents/carers maintain self-distance on the playground.</p> <p>2m markings on the playground to be used support parents in maintaining social distancing. All students to be encouraged to walk to school alone (with an adult where necessary). Additional signage to be used to ensure parents/carers follow procedures.</p>	Ongoing LRH, TDT

Spread of Covid-19 (Coronavirus) Availability of teaching staff	E YP	<b>PREVENTION and DELAY</b>  To ensure teachers are fully informed of their role and responsibilities and <b>STAFFING CONCERNS: VULNERABLE STAFF: ADVICE</b> To ensure teachers are fully informed of national guidance	2	4	8	Med	<b>SCHOOL WORKFORCE</b>  <b>Work</b> Staff involved in teaching and supervision of children will attend at the workplace. In circumstances where a staff members' role is conducive to working from home and providing this will not have a negative impact on their ability to fulfil their duties, the decision for those staff members to work from home should be considered on a case by case basis. The final decision rests with the Trust.  CEV people must continue to follow the national restrictions that are in place for everyone.  Staff who are clinically vulnerable should attend at their workplace and follow existing control measures.  Pregnant women are in the 'clinically vulnerable' category. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. School's workplace risk assessment should already consider any risks to new and expectant mothers.  <b>PREVENTION</b> Regular bulletins, emails, briefings will update staff on the situation.  Staff to be fully informed of COVID-19 risk assessment and procedures (infection control) Staff to be fully informed of their duties. Staff to be fully informed of the latest guidance and advice.	Ongoing  KBK
Spread of Covid-19 (Coronavirus) Support staff	E. YP.	<b>PREVENTION, DELAY AND CONTAINMENT</b> Key support staff lack awareness of expectations and procedures eg; kitchen staff, site mangers, cleaners etc ...	2	4	8	Med	<b>PREVENTION</b> <ul style="list-style-type: none"> <li>• Kitchen staff, caretaking and cleaning staff informed of risk assessment</li> <li>• For PFI schools – copies of risk assessment for site staff to be signed off by school.</li> </ul> <b>DELAY</b> <ul style="list-style-type: none"> <li>• Deep cleaning of kitchen preparation area and all areas used</li> <li>• Cleaning staff to use PPE worn daily and disposed of safely</li> </ul> <b>CONTAINMENT</b> <ul style="list-style-type: none"> <li>• Catering/Site/Cleaning supervisors to inform Headteacher of any staff displaying signs of COVID 19</li> <li>• Staff to isolate following government guidance</li> <li>• If cases within the kitchen - kitchen to be closed and deep cleaned. Alternative lunch arrangements to be made with catering provider and Trust as a last resort.</li> </ul>	Ongoing  LRH
Spread of Covid-19 (Coronavirus) Staff	E YP P C V EM	<b>PREVENTION</b> To minimise contact with other adults (social distancing) to reduce the risk of virus transmission	2	4	8	Med	<b>PREVENTION</b> Administration staff MUST; <ul style="list-style-type: none"> <li>• Maintain strict social distancing measures</li> <li>• Practice strict hygiene measures in particular handwashing</li> <li>• Not share desks, resources, telephones, computers etc ...</li> <li>• Communicate via email (wherever possible). Use walkie-talkies where available.</li> <li>• Alcohol hand sanitisers will always be available</li> <li>• Frequently touched areas will be cleaned, with appropriate cleaning products, on a more regular basis eg; photocopier, keyboards, desks etc ...</li> </ul>	LRH  Admin Staff
Spread of Covid-19 (Coronavirus) Mental Health	E YP P C V EM	<b>Mental Health/Emotional distress</b> School leaders will promote mental health & wellbeing awareness to staff	4	3	12	Med	Regular communication of mental health information and open door policy for those who may need additional support.  Staff are encouraged to raise concerns about workload, physical teaching and the continuation of online student learning for those students who are not in school.  Staff encouraged to raise concerns about students and staff failing to comply with all elements the adopted risk assessment.  The Trust has a number of support options available to all staff and families through the Westfield Health scheme incl. <ul style="list-style-type: none"> <li>• The Big White Wall</li> </ul>	On going  HAN, JBR

		during the Coronavirus outbreak and will offer whatever support they can to help.					<ul style="list-style-type: none"> <li>24 hour advice and information line</li> <li>Access to a 1:1 counselling service</li> <li>24 hour telephone or web based GP consultation</li> </ul> <p><a href="https://www.westfieldhealth.com/">https://www.westfieldhealth.com/</a></p> <p>For further details, how schools intend to restore the positive mental health and well-being of students *see <b>Recovery Curriculum</b>.</p>	
Spread of Covid-19 (Coronavirus)	E YP P C V EM	<p><b>Role of classroom teacher and senior leadership team</b></p> <p>All staff, including the Senior Leadership Team, will relay the adjustments to the school discipline policy during the phased reopening of schools.</p> <p>All students must adhere to the policy at all times.</p>	2	4	8	Med	<p><b>PREVENTION</b> <b>School discipline policy</b></p> <p>The school behaviour policy will be adapted in line with the most recent DFE 'behaviour principles'/guidance and will take into consideration the changes;</p> <ul style="list-style-type: none"> <li>Routine and expectations eg; school gates, playground, lunchtimes</li> <li>School hygiene rules</li> <li>Students moving around the school site</li> <li>Use of toilets</li> <li>Maintaining social distancing; classroom, corridors, playground</li> <li>Expectations if students feel unwell</li> <li>Use of equipment/resources</li> <li>Rules about coughing and spitting towards any other person</li> <li>Rewards and sanctions</li> </ul> <p>The school discipline policy will be adjusted to ensure we abide by the measures outlined in this risk assessment</p> <p>The changes in the behaviour policy will be communicated to parents/carers and students Behaviour management support will be available from members of SLT who will be available to help individual staff should extra assistance be required with individual students.</p> <ul style="list-style-type: none"> <li>Fixed/permanent exclusions be used appropriately by HTs.</li> </ul> <p>Any changes will be communicated to staff, students and parents.</p> <p>Individual risk assessments that take into account the new circumstances will be reviewed or new one's instigated on specific students by members of the SLT. These will be judged on a case by case basis eg: students who may be prone to violence or in need of physical restraint. A reduced timetable or to continue learning remotely from home will be considered.</p> <p><b>Any student who ignores the measures outlined in this risk assessment and compromises the safety and wellbeing of staff and/or students will be removed from the lesson and sent home immediately after contact is made with parents/carers. This may involve a student ignoring ('purposefully and wilfully disregarding') social distancing instructions and/or deliberately spitting or coughing at another student or member of staff.</b></p> <p><b>BEHAVIOUR</b></p> <ul style="list-style-type: none"> <li>HTs will update their behaviour policy in line with any new rules/protocols and this will include the issuing of sanctions ("clear, consistent, reasonable and proportionate"). Changes will focus on the consequences of breaking rules to social distance/movement within school and new hygiene rules.</li> <li>Secondary schools will establish an isolation room/sanction room/detention room.</li> <li>Fixed/permanent exclusions be used appropriately by HTs.</li> <li>Any changes will be communicated to staff, students and parents.</li> <li>Schools committed to working with local agencies</li> <li>PX a 'last resort'</li> </ul> <p><b>Attendance</b></p> <p>From 8th March school attendance is mandatory. The exceptions to this are:</p> <ul style="list-style-type: none"> <li>If a student is following public health guidance and self-isolating</li> </ul> <p>Schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness.</p>	Ongoing DBN, HOYs

							<p>Schools are required to provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). Schools should keep a record of this activity but do not need to record it in the attendance register.</p> <p>Schools should use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC.</p> <p>From Thursday 1 April, clinically extremely vulnerable (CEV) students are no longer advised to shield. CEV students must continue to follow the national restrictions that are in place for everyone.</p> <p>Where students are classed as vulnerable and are self-isolating, schools should notify their social worker, where they have one, and agree the best way to maintain contact and offer support.</p>	<p>DBN</p> <p>KBK,CGN</p>
<p>Spread of Covid-19 (Coronavirus)</p> <p>Fire evacuation plan</p>	<p>E YP P C V EM</p>	<p><b>Fire safety</b> Ensure Fire/emergency evacuation plans are modified in light of the new procedures for employees and students</p>	2	3	6	Low	<p>Fire Evacuation</p> <ul style="list-style-type: none"> <li>• Additional fire practices/rehearsals</li> <li>• Headteachers will review escape routes/fire exits for each hub (see Lee Rushforth)</li> <li>• All staff will familiarise themselves with evacuation procedures and evacuation routes.</li> <li>• The students will leave each hub immediately through their nearest, dedicated fire exit. The immediate safety of students is paramount and takes precedence over social distancing procedures Students will return via their allocated entrance back into the school</li> <li>• Staff will accompany the students to the fire assembly point</li> <li>• Fire assembly points will have additional markings (2 m apart) to ensure social distancing of employees and students</li> <li>• Children must maintain 2m distancing when congregating at their allocated fire assembly point.</li> <li>• Both staff and students will be informed in advance of the procedures</li> </ul>	LRH, TDT
<p>KEY DOCUMENTATION: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>								

