|  |  |
| --- | --- |
| **Schools General Covid-19 Risk Assessment – During the National Government Lockdown from January 5th, 2021**  **(National lockdown 5/1/21 amendments are in brown ink and 4/1/21 guidance on serial testing is in purple)** | North Somerset Council Logo - Mono |

This generic risk assessment has been adapted by Banwell Primary School to make it specific to our individual site, circumstances and pupils. It has been completed in conjunction with reference to the latest government guidance including

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf> and shared with staff. It is also published on our website to provide transparency for parents, carers and pupils

|  |  |
| --- | --- |
| **Date of Assessment: 8th January 2021** | **Assessed by: Claire Pocock** |
| **Review date:** This risk assessment will be frequently and dynamically reviewed going forward, as the government advice and local staffing levels change | **Role: Headteacher** |

|  |
| --- |
| What is the **task, activity, person or environment** you are assessing? |
| Coronavirus effects within school, following the government announcement of the National Lockdown on 5th January 2021. During the period of national lockdown, schools, alternative provision (AP), special schools, and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). This risk assessment has been reviewed following the below guidance:  <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>  <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>  Guidance around serial testing secondary-age pupils and students (including special schools and alternative provision) & staff was announced in late Dec 2020 and is included in this risk assessment in purple ink and will be updated accordingly in line with government guidance.  All other pupils and students should not attend and should learn remotely until February half term. This will be regularly reviewed and will expire when schools are no longer asked to limit attendance. |

| **What hazards are present or may be generated?** | **Who might be harmed by the hazards and how?** | **What control measures/ precautions are in place to eliminate or reduce the risk?** | **Is the residual risk acceptable?** | | **If no to the previous question, what additional control measures/ precautions are needed to manage the risk?** | **Additional control measures implemented:** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No** | **Action by whom?** | **Action by when?** | **Date complete** |
| Contamination/ spread of Coronavirus (surfaces) | Staff, pupils, contractors’ visitors  Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. | Additional cleaning provided of hand-contact surfaces within the school, such as doors, chairs, desks, bannisters, sinks, toilets, light switches, gates, external railings etc.  More frequent cleaning of toys and educational equipment where possible and cleaned between use by different groups.  Sharing of stationery and other equipment between pupils reduced where possible. Staff/ pupils to have their own frequently used items e.g. pens  Pupils are asked to only bring in essential equipment into school e.g. lunch boxes, hats, coats, books, stationary and mobile phones (bags are allowed).  Classroom based resources such as books and games can be used and shared within bubble and these should be regularly cleaned.  Resources shared between classes or bubbles e.g. sport, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated (unused and out of reach for 48hrs and 72hrs for plastic)  Shared resources e.g. library books, can be taken home although unnecessary sharing should be avoided. Rules on cleaning of the resources and rotation apply as above.  Where extra bins are needed for tissues etc, additional lidded pedal bins are provided, and all bins emptied frequently.  Doors propped open to reduce the need for direct contact, where possible (e.g. where not a fire door and not needed for safeguarding reasons).  More frequent cleaning of rooms/shared areas that are used by different groups.  Discussions had with cleaning staff/ contractors/ suppliers to ensure effective cleaning schedule in place that is compatible with altered timetables/ use of school spaces, and increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product.  If cleaning tasks are given to staff that don’t normally carry out these duties as part of their role, they are given adequate instruction/ training and any required PPE e.g. gloves. Consideration given to selection of cleaning products and less hazardous substances (e.g. those that don’t fall under the COSHH Regulations) chosen wherever possible.  Sign in and out methods e.g. use of touch screens/ pens reviewed, (whilst ensuring fire safety arrangements are not compromised). | **x** |  | Further guidance can be found on the link below from Public Health England:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  Revised guidance on cleaning non-healthcare settings will be published by PHE by the end of the summer term in addition to the currant advice  Review your cleaning procedures to ensure enhanced cleaning including, cleaning frequently touched surfaces often is being carried out following news of the new highly infectious variant of Covid-19 |  |  |  |
| Contamination / spread of Coronavirus (person to person) | Staff, Pupils | From Jan 2021 schools with secondary-age pupils and students (including special schools and alternative provision) will be offered the opportunity to test all staff and students.  A phased approach will extend to primary pupils & staff thereafter  Serial testing will available if staff/pupils are identified as a close contact of a positive case in school, allowing them to stay in education, this will be a daily test in the morning for 7 school days  Swabbing and processing of these tests will be conducted at a dedicated testing site in school / college once a week either by trained personnel or as a self-test with supervision from trained personnel, with results in around 30 minutes.  Testing sites – key layout is as follows:   * Floor must be non-porous * Be well lit & have good airflow * Registration desk at entry point * One-way direction of travel, if not possible enough room to exit whilst maintaining social distance * Test subject chair in swabbing bay should be minimum of 2m * Each swabbing desk must have a processing desk close by – no more than 1m away. Recording desk to be located close by * Test subjects must not enter area processing area. This should be demarcated. * Clear division between swabbing and processing area. This should be demarcated. Test subjects must not enter the processing area   NHS Test and Trace Training National testing programme – this will comprise of 4 sections:  No1 Online testing process overview 10-15mins  No2 Roles and responsibilities online information sheet  No3 Key training Online portal with assessment in each module 30mins – 2hrs depending on role  No4 Onsite run through first day of testing 30 mins  Daily introductory webinars are available to sign up to and will also be available online  From Jan 4th training sessions will be available for teams to attend  The following link is an NHS Covid-19 National Testing Programme with a handbook including sources of help as well as information on setting up testing sites, workforce, training, obtaining consent etc.  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf>  Good personal hygiene promoted:   * cough/sneeze into tissue or elbow and ‘catch it, bin it, kill it’ message promoted. * regular handwashing for at least 20 seconds, especially after coughing/ sneezing, on arrival to site, returning from breaks, after any change of rooms, before and after eating * pupils encouraged not to touch their mouth, nose and eyes * Assistant provided to pupils who may struggle to wash hands independently or practice good respiratory hygiene e.g. very young children or those with special educational needs.   Additional teaching on handwashing provided and regular reminding of good hygiene practices and pupils understand this is now part of how the school operates. Use of games, songs and repetition to reinforce measures.  Sufficient handwashing facilities available. In addition, in areas where there isn’t a sink within the immediate vicinity, e.g. in entrances/ exits, classrooms and other learning environments, hand sanitiser provided, or skin friendly skin cleaning wipes can be used. Staff/ pupils reminded it should be used in addition to regular hand washing wherever possible. Pupils to use hand sanitiser under supervision/ direction of adults – it is not positioned in areas where pupils have free unsupervised access to it.  School behaviour policy reviewed/ updated to ensure it reflects the new rules/ routines and communicated to staff, pupils and parents  Minimise contact between individuals and maintain social distancing wherever possible – more detail on social distancing given in subsequent sections of this assessment.  School to be kept well ventilated e.g. open windows where possible. (In cooler weather windows should be opened just enough to provide constant background ventilation, opened more fully during breaks to purge the air in the space) Open high-level windows in preference to low level to reduce draughts.  Increase ventilation whilst spaces are unoccupied e.g. between classes, during break & lunch, where unused.  Flexibility to allow additional, suitable indoor clothing.  Rearrange furniture where possible to avoid direct drafts.  Doors propped open where possible to aide ventilation (e.g. where not a fire door and not needed for safeguarding reasons).  See link for further advice on ventilation <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>:  Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces | **x** |  | If at any point they test positive they will need to leave school and take a further PCR test and follow isolation guidelines  Schools in England can raise questions specific to the Department for Education, via the DfE coronavirus helpline: 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) or at RapidTesting.SCHOOLS@education.gov.uk  Posters and lesson plans on general hand hygiene can be found on the ebug links below:  <https://campaignresources.phe.gov.uk/schools>  <https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus>  Cleaning hands thoroughly and more often than usual can easily remove Covid-19 and the new variant so this will continue for the foreseeable future  Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it  Always keep occupied spaces well ventilated  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> |  |  |  |
| Social distancing measures -lesson time | Staff, pupils | Primary schools – maintain consistent groups this can be full class size and kept apart from other groups where possible. Teachers and other staff may operate across different classes and year groups if this is needed to facilitate the delivery of the school timetable. However, where possible groups should be led by the same members of staff.  Peripatetic staff will not be coming into school whilst in lockdown.  Early years settings - pre-school children should continue to be taught in line with the staff to child ratios within [Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) (EYFS)  Within groups pupils should maintain distance where this is possible e.g. for older children and where space allows. Desks/ seating spread out as much as possible within classrooms and arranged forward facing and side by side. Where possible, the same desk to be used by each pupil day to day. Unnecessary items including furniture should be removed from classrooms and other learning environment, where there is space to store it elsewhere.  Within classrooms adults should maintain 2 metre distance when circumstances allow and avoid close face to face contact and minimise time spent when within 1 metre of anyone.  This may not be possible with younger pupils and pupils with complex needs, and educational and care support should be provided as normal  Groups to be kept 2 metres apart from other groups, where possible.  Groups to use the same classroom/ space where possible throughout the day, and these are cleaned regularly.  Lessons/ activities reviewed any activities encouraging/ requiring pupils to be particularly close to each other for extended periods reduced/ stopped e.g. PE exercises requiring pupils to pair up and work in close proximity to each other/contact sport are stopped.  Opportunities for outdoor learning/ sport should be prioritised where possible and when weather allows  use large indoor spaces when weather is bad & maximise natural ventilation distancing between pupils and paying scrupulous attention to cleaning and hygiene, due to the way people breathe during exercise.  Maximising distance between pupils and continue with equipment being thoroughly cleaned is essential.  Schools must only provide for recreational sport, team sports on the list available at <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation> |  |  | A review of contacts between staff and pupils should be carried out and where possible reduce class bubbles/mixing.  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  <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.>  PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Outdoor activities prioritised where possible and pupils kept in consistent groups and equipment cleaned between bubbles |  |  |  |
| Contamination/ spread of Coronavirus during music lessons | Staff, pupils Virus spread in water droplets that are expelled from the body through breathing, singing chanting playing wind or brass instruments or shouting. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. | Singing or playing instruments should be,   * Small groups * If indoors use a large room if possible, with high ceiling * Social distancing adhered to * playing outside wherever possible * Positioning pupils back-to- back or side-to-side * Avoid sharing instruments, but if shared disinfect regularly including packing cases, handles, props, chairs, microphones and music stands (by pupils using them where possible) * Label equipment used by designated user * Position wind and brass players so air from instrument does not blow into another person * Ensure good ventilation * Limit handling of music scores, parts & scripts   Singing, wind and brass playing should not take place in larger groups such as school choirs and ensemble or school assemblies.  Background and accompanying music should be at a level that does not encourage performers or teachers to raise their voices, if possible, use a microphone (if possible do not share)  ~~If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described.~~  Individual lessons in music, dance and drama can resume in schools.  But social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. |  |  | Ventilation guidance:  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  If the need to share microphones, please follow guidance below:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment>  During National Lockdown schools must not host performances with an audience.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>  <https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19> |  |  |  |
| Social distancing measures – outside of lesson time | Staff, pupils | School timetable reviewed, to reduce the volume of people congregating/ moving around school outside lesson time e.g.:   * No assemblies * Break and lunch times have designated pod spaces and timings. * Shared spaces used at reduced capacity so groups can be kept apart (eg, only 1 pod at a time at lunchtime in the hall).   Use of shared offices, staff rooms should be minimised and reviewed to ensure occupancy limited wherever possible. At Banwell pod staff have their own staffroom and work rooms so as not to mix with other adults outside of their pod.  Head teacher have the discretion to decide whether to ask staff or visitors to wear or agree to wearing face coverings in indoor areas outside of classrooms i.e. staffrooms (some individual exemptions may apply) At Banwell all adults are required to wear a face covering in any areas where there are multiple adults. Any visitors must wear a face covering on site.  In special schools where there are pupils in year 7 and above face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools.  Play time activities reviewed and pupils kept in existing groups. Play areas divided into zones to facilitate this where practical. Outside play equipment cleaned between groups and not by multiple groups at the same time.  Pupils kept in existing groups during lunch time, tables cleaned between groups, or groups to have lunch in classrooms if above not possible.  School kitchens can operate but must comply with Government guidance: <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>  Avoid overcrowding in toilets/ hand washing areas e.g. by staggering times and reviewing which toilets are used by particular groups. At banwell each pod has their own allocated toilets.  Additional support provided to pupils who may struggle to follow the above measures e.g. particularly young pupils or those with special educational needs, such as social stories or use of pictorial symbols.  Social distancing to be considered within lifts and signage displayed to reinforce this.  Radios or phones used between staff to communicate between different parts of school to limit unnecessary movement, subject to existing safeguarding procedures. |  |  | Exemptions: 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 or mental illness or impairment or disability  • speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.  <https://www.gov.uk/government/publications/face-coverings-in-education> |  |  |  |
| Social distancing measures – pick up and drop off time | Staff, pupils  Parents/ guardians | Pick up and drop off time reviewed:  Start and finish times of the school day staggered for different groups where possible. This should not reduce the overall teaching time.  Parents/ guardians advised to adhere to social distancing apart from people outside their household when collecting/ dropping off pupils and that coming on to site without an appoint is not allowed  Locations of where pupils are dropped off/ collected from school reviewed to facilitate this as much as possible.  Parents encouraged to come alone, rather than with partners/ other children where possible. |  |  | Methods of communicating rules and expectations to parents/pupils in advance of September should be considered. |  |  |  |
| Clinically vulnerable staff/pupils or those with other risk factors e.g. BAME | Staff, pupils | Staff that are extremely clinically vulnerable and were ‘shielding’ cannot return to workplace during the lockdown. Those that are clinically vulnerable should maintain social distancing as much as possible a risk assessment should be undertaken.  Schools should be flexible in how these staff are deployed to enable then to work remotely or in roles that allow social distancing.  Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.  All other staff during National Lockdown can continue to attend work where its not possible to work from home, including those living in a household with someone who is clinically extremely vulnerable. Although they should ensure they maintain good prevention practice in the workplace and home setting. |  |  | Individual Vulnerable Person Risk Assessment to be completed in discussed with the member of staff.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  Follow gov remote education advice: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#actions>  Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. |  |  |  |
| Individuals living in a household with a ‘clinically extremely vulnerable’ individual or clinically vulnerable individual | The ‘clinically extremely vulnerable/clinically vulnerable’ person | 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 e.g.  Staff must take care to observe good hand and respiratory hygiene, minimise contact and maintain social distancing where possible. Try to avoid face to face contact and minimise time spent within 1m of others.  Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. More [guidance and advice on coronavirus (COVID-19) and pregnancy](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus) is available from the Royal College of Gynaecologists.  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).  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).  All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.  Staff who are clinically extremely vulnerable - Gov will only reintroduce formal shielding in the very worst affected areas or under national lockdown or Tier 4 and above, only for a limited period of time Government will write separately to inform you if you are advised to shield and not attend school  Pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. |  |  | Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. |  |  |  |
| Covid-19 infection- symptomatic individuals | Staff, pupils | Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>. Staff and parents frequently reminded of this.  All schools must follow this process and ensure all staff are aware that:  If an employee or pupil develops Covid-19 symptoms whilst onsite, they are sent home and advised to stay at home and self-isolate for at least 10 days from the onset of symptoms and only return if they do not have symptoms other than a cough or loss of sense of smell/taste and arrange to get test at <https://www.gov.uk/get-coronavirus-test>  Keep self-isolating if temperature is still high. Other members of their household (including any siblings) should self-isolate for 10 days from the day after the symptomatic person tested positive  Test kits are available but only used in exceptional circumstances where an individual becomes symptomatic and school believe they may have barriers to accessing the test elsewhere,  Children aged 11 and under need to be helped by their parents or careers using a home test.  Whilst awaiting collection, young person is isolated, in a separate room with closed door where possible ideally with a window open for ventilation (ensuring appropriate supervision) If not possible, they should be kept at least 2 metres from others.  A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs). If contact needed, then gloves and apron should be worn. Everyone must wash their hands thoroughly after contact with someone that is unwell.  If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.  The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before disposing of in line with normal waste collection from site.  Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.  Individuals with symptoms will have access to testing <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> (this to be advertised to parents/ staff). Should the test result be positive, then the rest of that class/ group or anyone who has had close contact with that person will be sent home to self-isolate for 10  days  Household members of those contacts sent home (class/group) do not need to self-isolate themselves unless the contact themselves then develops symptoms, in which case will need to get tested and if negative remain isolates for the reminder of the 10 days or if positive inform the school and isolate for at least 10 days from the onset of symptoms  Covid-19 confirmed cases in school will be reported immediately to Public Health England’s local health protection team delivered by NHS Business Services authority who will investigate/ advise accordingly. Tel 0300 303 8162 for specialist schools or Tel 0800 046 8687 (option 1) for advice on action to take in response to a positive case any general queries relating to Covid-19 and education should select option 3 or 4  Parents and staff should inform schools immediately the results of a test. |  |  | Refer to Public Health England on the latest isolation times and cleaning requirements  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  Inform NSC as soon as possible of any confirmed cases: [Sally.varley@n-somerset.gov.uk](mailto:Sally.varley@n-somerset.gov.uk%20) [wendy.packer@n-somerset.gov.uk](mailto:wendy.packer@n-somerset.gov.uk)  The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups  This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.  Schools must ensure staff and pupils must isolate if required to do so having recently travelled from certain other countries: <https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  NHS Test & Trace link:  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or by calling NHS119  <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>  Ensure active engagement with NHS track and trace process  Close contact means:  • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)  • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual  • travelling in a small vehicle, like a car, with an infected person  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 must continue to work with their local health protection team who will be able to advise if additional action is required.  Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID19). |  |  |  |
| Travel to and from site | Staff, pupils, parents, members of public | Parents and pupils encouraged to walk or cycle where possible  Liaison with travel providers / home to school transport team to ensure compatibility with staggered timetables where possible.  Discussions had with travel providers/home to school transport team regarding measures within the guidance that have been applied e.g. distancing, provision of sanitiser, ventilation, fresh air etc.  Families using public transport should refer to the following gov guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Face coverings are always required on public transport (for children over the age of 11). Pupils/staff are reminded not to touch the front of their face covering during use or removal. They must wash hands immediately on arrival and dispose face covering in covered bin or if reusable in a plastic bag and wash their hands again (if applicable) before going to their classroom |  |  | Additional advice for parents, staff and young people can be found in government guide:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  Further guidance from the DfE to be published on dedicated school transport which should be followed  <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020>  Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19). |  |  |  |
| First Aid Cover | Staff, pupils, contractors | First aid cover is continually monitored to ensure adequate cover and First Aid needs Assessment reviewed if necessary, e.g. if shortage of first aid trained staff due to self-isolation.  All staff informed of where the first aid boxes are kept.  Children requiring first aid to be dealt with by first aiders within their group/ bubble wherever possible.  Activity of first aiders reviewed and they act in line with Covid-19 HSE guidance <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>  where applicable, e.g. when dealing with a visitor/ parent requiring first aid, where the first aider is unable to ascertain if the patient is symptom free and they are unable to maintain social distancing. Rescue breaths will not be given to adults – chest compressions only. |  |  | Call NHS 111 for additional clinical advice or help in a non-emergency situation (for emergency situations, 999 should be called).  PPE is not necessary when dealing with pupils and staff on site, where you are able to ascertain they are symptom free:  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> |  |  |  |
| Non-essential meetings | Staff, Contractors, visitors | Non-essential group gatherings avoided - alternative communication methods utilised where possible e.g. video calls  Where face-to-face meetings are required then extra space (2 metres distance where possible) maintained between individuals.  Checks made to establish that  external attendees are not exhibiting symptoms. Records of visitors to site maintained. |  |  |  |  |  |  |
| Visitors coming to site | Visitors / Parents. | Where possible face to face talks are discouraged and if they do occur by appointment only, at least 2 metres distance maintained. Records of visitors to site maintained.  Alternative communication e.g. letters home, emails, telephone etc encouraged.  Visitors to site may be asked to wear a face covering – this is at the discretion of the head    Contact details (telephone numbers/ email addresses) have been updated to avoid unnecessary communication difficulties  Where beneficial posters displayed at the front gates to inform parents of the conditions of the day/ any arrangements that have changed since previous day |  |  |  |  |  |  |
| School trips | Staff, pupils | Overnight and overseas educational trips will not currently take place.  Non-overnight domestic educational visits can resume, but in line with protective measures e.g. children stay in their group/bubble and Covid secure measures are in place at destination.  The following Gov advice should be used when considering visits: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> |  |  | In February 2021, we will review the possibility of changing our advice for overnight residential education visits to resume from Easter 2021 on the proviso the scientific evidence supports any such change. |  |  |  |
| Statutory building compliance testing | Staff, Contractors, pupils | Contractors:  Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue.  Arrangements put in place to ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them, and where possible visits are arranged outside school hours. A record of all visitors to site is kept.  Internal:  If individuals that normally carry out internal inspections/ checks are not in work, essential functions (e.g. weekly testing of the fire alarm system) are carried out by others, following appropriate instruction/ briefing.  All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school’s compliance contractor and in line with Department of Education’s advice to ensure risks such as legionella are adequately controlled. |  |  | Where buildings have been limiting attendance to just vulnerable children and children of critical workers or had reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires’ disease. Ensure systems are flushed through regularly. Advice on this can be found in the guidance:  <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm> |  |  |  |
| Fire Safety | Anyone on site | Ensure adequate to staff on site to assist in an evacuation.  Roles of key staff reviewed, and minimum adequate cover maintained in the event of any staff shortages e.g. due to self-isolation. Designated person(s) to act as Fire Safety Co-ordinator in an emergency.  Any repositioning of desks etc done in a way so as not to obstruct exit routes.  Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site  Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.  Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.  Fire safety arrangements reviewed. Consideration given to emergency evacuations and fire assembly point e.g. groups staying together/ kept adequately separate from other groups where safe to do so. |  |  | Please discuss any specific concerns discuss with NSC H&S team |  |  |  |
| Concerns from all parties on the changing situation | Staff, parents, pupils | Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly.  Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687  Staff and pupils given support and resources to promote good mental health and wellbeing. E.g.  <https://www.nhs.uk/oneyou/every-mind-matters/>  Where available, staff reminded of school’s EAP (Employee Assistance Programme). There are also free resources e.g.   * <https://www.educationsupport.org.uk/> * Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892.   All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions. |  |  | <https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>  <https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19>  Planning to ensure any changes to workloads do not become unmanageable e.g. use of DfE’s [workload reduction toolkit](https://www.gov.uk/guidance/school-workload-reduction-toolkit).  Consider use of school nursing team and [health child programme](https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning)  Please see Gov link for training and resources for teachers & Staff to respond to wellbeing & mental health as a result of Covid <https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing>  If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place. |  |  |  |
| Out of Hours use e.g. breakfast club/after school provision | Pupils, Staff | Consider resuming extracurricular activities i.e. Breakfast and after school provision in National Lockdown that offer provision to children of critical workers and/ or vulnerable children. In doing so, schools should ensure they work with providers to consider how they can operate within their wider protective measures and should also have regard to any other relevant [government guidance.](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)  Breakfast and after school club provision should aim to keep pupils in their existing groups/bubbles if this is not possible small consistent groups should be used.  Consult guidance produced for [holiday childcare](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) to assist with planning extra-curricular provision:  Satisfactory checks on external coaches, clubs and organisations for curricular and extracurricular activities to ensure Covid safety measures are in place  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities> |  |  | Schools should also read the  <https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know>  to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers. |  |  |  |
| External Deliveries | Staff | Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.    Hand washing after handling collections |  |  |  |  |  |  |
| Site Maintenance | Staff, contractors | Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.  Where these aren’t part of someone’s normal roles, it is ensured that staff have the required competencies and are briefed on safe techniques, etc.  Work carried out in quiet times wherever possible and unnecessary contact with others avoided.  Regular hand washing carried out  Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular attention to areas that have been out of regular use during lockdown.  Compliance check take place as |  |  |  |  |  |  |
| Reduced staff numbers on site due to isolation/ working from home | Staff, pupils | Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.  Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.  Additional instruction/ information/ training given where needed to those covering changes to roles.  Staff traveling abroad during school holidays must follow latest gov guidance on quarantine measures  <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>  : |  |  | School leaders need to be mindful of staffing levels should return travel or quarantine requirements be disrupted and thus impacting on staff returning to work and where it’s not possible to avoid a member of staff having to quarantine during term, school leaders should consider if possible to temporarily amend working arrangements to enable them to work from home |  |  |  |
| Pupils with existing education, health and care (EHC) plans/ individual risk assessments | Pupils | Education, health and care (EHC) plans and individual risk assessments for pupils are reviewed to determine the best place for the pupil, whether it be home or school. Associated discussions should include the parent/ carer, school staff, local authority staff, social workers where applicable.  For pupils in school, staff will familiarise themselves with individual risk assessments/ care plans if they are supporting children they don’t normally support.  If different staff or pupils are present, then staff (e.g. catering staff) familiarise themselves with any allergies of individuals.  Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task. Arrangements for obtaining/ maintaining PPE stocks for these instances put in place. |  |  | Risk assessments will need to be kept under review due to changing circumstances  Please refer to the latest government guidance e.g.:  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> |  |  |  |
| Remote online learning | Pupils | Keeping children safe online is essential. The statutory guidance keeping children safe in education provides schools and colleges with information on what they should be doing to protect their pupils online. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> |  |  |  |  |  |  |