

Risk Assessment for week commencing 6 September 21**Introduction**

Checklist completed by:	Name:	Anne Hutchinson
	Position:	Headteacher
	School:	Longcause
	Date:	9.9.21
Checklist submitted to LA (maintained schools)	Date:	
Checklist reviewed by LA (maintained schools)	Confirmed	

The government has asked schools to open for children in Foundation, Y1 and Y6 as well as key worker children from June 1st 2020. In order to ensure that we have all health and safety measures in place, we have considered the following safeguarding measures, we recognise that local decisions may need to be flexible:

September 2021 due to Plymouth currently being deemed as an Enhanced Risk Area ERA we have decided as a school to continue with several of our risk controls as prior to the summer break until at least October 1st 2021. At this point we will review our risk assessment again in light of local circumstances and any advice. If the school has an 'outbreak' at any point as per the latest government guidance we will be putting the measures in place as per this risk assessment- effectively this will form the starting point for our contingency plan/risk assessment.

No	Hazard/risk	Existing controls in place	Residual risk			Further action needed to reduce risk	Reduced risk		
			S	P	R		S	P	R
1	Has the COVID-19 Safe System of Work checklist (sent out with the Schools newsletter dated 14 th April) been	Please outline any further risk controls that will need to be put in place to adhere to DfE guidance on reopening that have not already been considered within the SSoW checklist.							

	completed and returned to the PCC Health, Safety and Wellbeing Team for your school	<p>Form completed and sent back April 2020.</p> <p>Risk assessment regularly reviewed through term 6 in school and sent to LA for their review/comments.</p> <p>Reviewed again on 1st Sept and 17 Sept in light of latest gov announcements and sent to LA.</p> <p>Reviewed again on 7.1.2021 following govs meeting and decisions Reviewed again 11.05.2021</p>						
2	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<ul style="list-style-type: none"> • Students and staff will enter school from collecting their respective students through the following entrances: <ul style="list-style-type: none"> - 1st floor ZP, KT, MK – enter/exit through back fire escape staircase - 1st floor NF, LH – through main reception and front staircase - All other rooms that have an external door e.g. FJ, HJ, ZP, EL, AH/KS – all to use their outside door for entry/exit. - Oasis – to all enter through the gates and double doors. - FC – to all enter through the gates and access round the side of Oasis to back door. - Admin/TC/CC/AT/LT/AH/IF/HP (cleaner) to use the main reception. Morning cleaners to also use this reception entrance. - Staff working on the first floor to use the reception entrance to for the start of the day and end of the day - On arrival all visitors must report directly to the school office in the main reception area via the pedestrian path at the front of the school. • Entrance and reception area will not be a waiting space and free flow should be available at all times. 	4	3	12			

		<ul style="list-style-type: none">• Everyone visiting the school (staff/pupil/visitor) will hand sanitise at the pedestrian gate• Anyone displaying symptoms of Coronavirus (COVID-19) will not be permitted to enter any part of the building.• If a meeting with families and professionals needs to be held on site, this needs to be pre-arranged and agreed procedures in place prior to the meeting taking place• School will have set times for children to be dropped off / collected from school<ul style="list-style-type: none">• School transport will be onsite from 8.45 – 9.15am dropping off.• If parents would like to drive onto the school site (top car park only) this is allowable from 9.30am, as long as all mini-buses/taxi's have departed by then.• In the afternoon school transport will be on site from 2.15 pm – 2.45pm to take pupils home.• Parents will be allowed on site at 9 am and to walk through the pedestrian gate and if required escort their child to the classroom door area. Parents can access the site via the pedestrian gate from 2.30pm and wait by the zip wire and staff will bring pupils to the parents and then leave the premises when safe to do so• If parents would like to drive onto the school site (top car park only) this is allowable once all mini-buses/taxi's have departed e.g. 2.45 onwards.• All visitors including families and children will need to use the intercom systems to access the school.						
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		<ul style="list-style-type: none"> • All visitors that need to access the school must be managed by the Admin team as they will know what plans are in place • Key staff to manage transition times and the flow of traffic from vehicles and people – this will be a minimum of 3 persons (1 at top of road directing traffic, 1 at upper car park, 1 at lower car park) and to be increased as more vehicles come on site. • All staff to wear suitable PPE. For those directing traffic high vis must be worn. • All staff must observe social distancing measures. 						
3	Parents gathering at school gate not social distancing	<p>All reviewed plans and precautions are communicated to all, including:</p> <ul style="list-style-type: none"> • Maintain social distancing (2m wherever possible) • Not to group/gather outside school gate • Staff not to gather when collecting children- stay 2m apart where possible and stagger times as much as possible • Staff will collect and take the child out to School transport. Staff to take pupil to zip wire for when child being collected by parent/carer. • Parent/carer vehicles will be allowed to drop off pupils after 9.30am and collect after 2.45pm on site. • Vehicle and pedestrian gates to remain closed at all times. • Posters are displayed reminding visitors of safety measures- <ul style="list-style-type: none"> • Handwashing • Face coverings • Social distancing 	4	2	12			

4	Overcrowding in classrooms and corridors.	<ul style="list-style-type: none">• Where possible, bubble groups will not mix, however intervention staff/activities will take place with staff members adhering to the 2m rule wherever possible.• Our cross phase teachers and therapists will test daily and we will be fully aware of their contact with individuals and groups through our robust timetable adherence.• All teaching rooms will be used to enable less overcrowding. Including the studio and food tech room. Additional time to be provided to ensure thorough cleaning after each session.• Testing will be offered to key stage 4 pupils with parental consent.• From 9.9.21 Pupils will stay in class groups inside wherever feasibly possible. Staff will remain with their frequent class group wherever possible. <p>Vast majority of staff have now had their second vaccine. Our therapists have also been vaccinated. Staff will be given LFD tests and will be encouraged to self test twice weekly</p>	4	3	12				
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5	Increased numbers during breaks compromising social distancing.	<ul style="list-style-type: none"> • Outside areas to be used to their full potential. • Large outdoor areas with enough room for all children and staff. • Where possible, pupils will stay in their bubble groups even outside and not mix with other bubble groups, however intervention staff/activities will take place with staff member adhering to the 2m rule wherever possible. • All staff are able to take a break if they wish as staff in teams cover each other to enable this without mixing of bubbles. 	4	3	12				
6	Increased numbers during lunchtime compromising social distancing.	<ul style="list-style-type: none"> • Outside areas to be used to their full potential. • Lunch time for lower school, food to be consumed in classrooms. School lunch food to be collected by staff from the kitchen and taken to the classroom for pupil to consume <ul style="list-style-type: none"> • Adults that are not supervising pupils that are on a lunch break can eat their food outside • Phase 3 and phase 4– all school prepared lunches to be eaten in the dining hall in their bubbles, home packed lunches to be consumed in their classroom. All plates and cutlery should be collected and returned to the kitchen by one member of class by 12.45pm. • 2/3 of the lunch hall has been tapped off for middle school lunches and 1/3 of lunch hall to be used by phase 4 to use the double doors nearest to lower school corridor. • Staff to wear aprons to collect food and must have washed their hands prior to collecting the food. And afterwards empty plates and cutlery returned to hall, washed off of any excess food for Catered staff to then dish-wash clean. • Wash hands following clearing of tables 	4	2	8	This will stay the same until 1st October 2021 when this will be reviewed.			

		<ul style="list-style-type: none"> All food should be adequately covered to transport around the school to avoid cross contamination. Staff can wear Transparent face coverings during lunch times. 						
7	Changes to building use being safe for pupils & staff– e.g. storage, one way systems, floor tape	<ul style="list-style-type: none"> Visual support and guidelines are placed around the school for children, staff and visitors related to key safety messages. Staffroom can be used for staff sitting/working/eating – furniture reduced (and not to be moved) to encourage social distancing and PC's/chair are spaced 2m apart Sprays bottles and cloths are available for staff to clean areas afterFood tech room has been tapped off to form 4 kitchens Cleaning rotas to be fully up to date Risk assessments to be reviewed in line with any changes made. 	4	3	12			
8	Staff rooms and offices to comply with social distancing and safe working practice	<ul style="list-style-type: none"> Staff can take their breaks within their 'bubbles' e.g. classrooms with the pupils they are in care of/supervision of. Remain mindful of social distancing and how many staff are already in the staffroom or facilities being used. Children and visitors are not to use the staff room. (except Blue Sky Therapies who have a segregated table for their use in the staffroom on Wednesdays) and pupil interventions. 	4	2	8			
9	Ventilation to reduce spread	<ul style="list-style-type: none"> Air con is available in the rooms where fitted, they draw from an external source and does not recirculate air), please advise IF of the on/off times required, however windows <u>do</u> still need to be opened as much as possible in all teaching 	4	2	8			

		<p>spaces, offices etc during the school day to aid ventilation.</p> <ul style="list-style-type: none"> • The school must ventilate all rooms and corridors as much as possible. • Rooms have been issued checklists which identifies cupboards/PODs that need to be left open overnight. • SM and Cleaners have been issued a schedule which lists of rooms/areas that windows and doors need to be left open to create as much ventilation before and after the school day. <p>9.9. 2021- staff will meet in groups of any size face to face due to the vast majority having been double vaccinated and testing twice weekly. they will continue to be be vigilant with hand washing and spraying down areas after use.</p>						
10	Staff Capacity with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratio	<ul style="list-style-type: none"> • There is adequate staffing to meet the ratio needs of the children • In the event of HT and DH having to be hospitalised the HT of Cann Bridge will be the schools named responsible person the assistant head-teachers and Chair of Governors will liaise with Cann Bridge. The responsible person will assist with supporting decision making for smooth running of the school. The school will also have advice and support from the LA team • 	4	2	4			
11	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<ul style="list-style-type: none"> • All plans shared with staff at the earliest possible opportunity. • Whole staff briefing took place on Wednesday 6 January 2021 via Zoom with HT and Chair of Governors. 	2	2				

		<ul style="list-style-type: none">• Meeting with senior leadership to discuss necessary recommendations for the risk assessment review in light of new Lockdown. From Sept 2020 Counsellor now attending school premises to work with pupils and staff (from 11.1.2021 the school counsellor will be contacting pupils by zoom) 22.2.2021 The School Counsellor will be offering session on School site, she has received her two COVID vaccinations and will have a LFD test prior to commence work, the school has a schedule of her timetable for staff and pupils so could easily track and trace people if required• Updated risk assessment will be shared with PCC and all staff by 3rd September 2020.• any subsequent updates on the risk assessment will be shared with staff and updated on the school website• Phase leaders and class teachers have regular contact with all their team and alerting ELT if any issues ref welfare or things that need to be additionally considered for staff.• Records kept of briefings, content and staff receiving.• 9.9.21 The counselling sessions will be available face to face for staff and pupils•• FAs per UNIONS request all staff will sign a declaration to say they have understood the risk assessment and agree to follow it. <p>Head-teacher wellbeing:</p> <ul style="list-style-type: none">• Regular meetings with LA Representative• Weekly reviews and updates on staff and personnel.• Weekly meetings/phone calls with Chair of Governors						
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12	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Soft play/toys etc have been stored away – to reduce unnecessary cleaning. • Ball pool has been emptied of balls so easily wiped down. • All used equipment/toys to be regularly sanitised – after each use. • Staff to clean their respective area (table tops/chairs, cupboard handles, light switches, door handles at the end of each day. • New Tersano cleaning products purchased and to be used by staff – fresh spray bottle of cleaning solution will be left in rooms with rooms with colour coded cloth, ready for the school day. • Staff have been given briefing video highlighting surfaces that are particularly vulnerable at holding the virus for longer. • Staff briefing document states what precautions need to take place. • Pupils to be given a container to keep their own stationery in. • Cleaning schedules/logs are held in the admin office • Clear office desk and pupil's desk policy adopted throughout the school • 9.9.21 classes have their own book corner and supply of books so no cross contamination 	4	2	8				
13	Using play equipment - multiple use	<p>Everything cleaned after each use by all staff responsible to include:</p> <ul style="list-style-type: none"> • Staff equipment and materials, • All play resources, • Bikes, Sports Equipment, Trampolines will need a full clean after each child. • Climbing frame, Hand rails, Swings, Zip wire etc • Books and shared resources. 	4	3	12				

		<ul style="list-style-type: none"> No pupils or staff are allowed to eat outside in the play areas <p>Every staff member has access to spray bottles of cleaner and cleaning cloth (different colour each day) for their day's work. As staff and pupils are kept in their respective 'bubbles' the sharing of equipment is kept to a minimum.</p>						
14	Lessons or activities to take place outdoors in line with social distancing	<ul style="list-style-type: none"> Weather permitting, outside areas can be utilised. Sports must be non-contact. Where possible 2m social distancing must be adhered to. Walks in local areas to local green spaces, woods, forest school areas can continue. Keep completing off site visit forms accordingly. On the days that pupils have PE lessons pupils will come in PE kits to school and stay in them for the day and to shower at home. 	4	2	8			
15	Shared resources and equipment increasing spread	<ul style="list-style-type: none"> Guidelines for staff and families on sharing and cleaning of equipment, the use of resources and room ventilation, including the daily clean procedures have been provided to all staff. HT staff briefing, Youtube video blog, daily updates, RA document shared with all, briefing meeting held with all cleaning team etc. Where possible pupils will be kept in defined areas/class rooms and not have access to everywhere in the school, pupils will be able to attend interventions and PE sessions etc Pupils and staff to wash hands following Public Health England Guidelines before leaving their room and returning. 	4	3	12			
16	Cleaning staff and hygiene contractors	<ul style="list-style-type: none"> All areas of the school have been cleaned, every area of the school including classrooms, offices, 	4	2	8			

	capacity - providing additional requirements	<p>corridors, toilets, door handles/handrails will be cleaned daily.</p> <ul style="list-style-type: none"> • Staff are provided with a cleaning spray and cloth for use during the school day and a spray down of all hard surfaces at the end of each school day once pupils have left site (this includes admin staff/offices). • Cleaning team then complete a full school clean, every area that has been used, every room, corridors and toilets. • There are no restrictions as to the hours that teaching staff are allowed on site • Securigard will ensure all staff have vacated the building by 6pm lockup 							
17	Sufficient handwashing facilities for staff and pupils	<ul style="list-style-type: none"> • All classrooms that are being used have a sink with running hot and cold water. • Liquid hand soap and bars of soap along with disposable hand towels are in every room. • Anti-bacteria sprays are in every classroom. • Pupils and staff to wash hands in line with Public Health England guidelines regularly moving around the building. • Pupils to wash their hands before and after break/lunch times. • All staff and children to be reminded of handwashing procedures regularly. 	4	3	12				
18	Additional time for staff and pupils to carry out handwashing	<ul style="list-style-type: none"> • Routines have been adapted to add the additional time for hand washing for staff and pupils – sanitised as pupils exit vehicles on arrival, taken straight to their classroom and hands washed fully in sink, and then periodically throughout the day as required. 	4	2	8				
19	Handwashing practice with children	<ul style="list-style-type: none"> • Visuals provided to educate and share with pupils and families. 	4	3	12				

20	Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> An audit of all cleaning products will be maintained and regularly ordered. 	4	1	4			
21	Toilets being overcrowded	<ul style="list-style-type: none"> Guidelines have been shared with families and Staff regarding toilet access – this includes limitations on the number in a toilet facility at any given time and pupils shadowed to the toilet (not in) to ensure hand washing undertaken – which also helps control numbers in any particular area. Additional signage will be displayed reminding everyone. Additional toilet installed in the lower school corridor area 	4	3	12			
22	Vulnerable groups who are clinically, extremely vulnerable.	<ul style="list-style-type: none"> Head teacher and staff have been risk assessed Staff who are deemed vulnerable have had a risk assessment undertaken. This is constantly monitored and reviewed. Highly anxious staff or those that feel particularly vulnerable have been told they can discuss their needs with the Head-teacher and adaptations will be made according to whatever is reasonable and practicable and to still meet the needs of the school. Email sent to all staff 18.4.2021 to advise that the school will be holding face to face meetings and staff meetings. Any staff that anxious will be able to discuss issues with the Headteacher and will be able to access the meeting via zoom 9.9.21 phased meetings/staff meetings staff can now go ahead in mixed staff groups in the staffroom, school hall or an individual classroom. 	5	2	10			
23	Children with EHCP	<ul style="list-style-type: none"> All our pupils are EHCP. This is constantly monitored and reviewed. 	5	2	10			

		<ul style="list-style-type: none"> 7.1.2021 this will be reviewed on an on-going basis to ensure the requirements of the EHCP are being met as far as reasonably practicable e.g. OT limited due to COVID restrictions 						
24	Pupils follow guidance	<ul style="list-style-type: none"> Visual Support for children is displayed around the school. Staff are briefed and to relay key messages regularly. Guidelines shared with families. Children's health and safety is part of their daily learning and built into their curriculum. Welfare messages/info go out on Class dojo or email. 	5	2	10			
25	Member of a class becoming unwell with COVID19	<ul style="list-style-type: none"> Move to The outside classroom (referred to Beths POD)– using nearest available exit to outside. Full PPE to be worn by the staff concerned. Guidelines to be on display. Monitor and record COVID-19 Symptoms. Contact carers/ emergency contacts immediately to collect the child. Deep clean all spaces and rooms the child accessed. Follow Public Health Guidelines which will be on display. <p>This is in accordance with DfE Guidance: Opening Schools and Educational Settings for more pupils from 1 June (updated 11.6.20)</p> <ul style="list-style-type: none"> If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available), or the child subsequently tests positive. 	4	3	15			

	<p>9.9.21 update - Refer to the SHE SW HPT guidance for Childcare and educational setting in the Management of COVID 19 version 15 2021.08.25 as attached flow chart</p>	<p>DfE Guidance: Corona Virus (covid-19) Implementing protective measures in education and childcare settings (updated 1.6.20) If staff display systems inform AH TS and go straight home</p> <p>information from 9.9.21 Ensure that the person isolates and arranges a PCR test and informs AH TS of the result. Household members should also isolate, unless they are fully vaccinated or under 18 and 6 months, until the results are know</p> <p>Confirmed cases in a child or staff member. Ensure that person isolates for 10 days, Household of the person isolates for 10 days unless fully vaccinated or aged under 18 and 6 months. If a positive test came from an LFT test, the person should take a confirmatory PCR test within 48 hours of the LFT.</p> <p>Refer to flow chart for additional information</p> <p><i>People who have tested positive in the last 90 days should not take part in routine asymptomatic testing (e.g. LFD testing or PCR contact testing). But if they do, and receive a positive test, this will need to be acted on (email from Plymouth LA- Ruth H and Ming- 7th Sept 2021)</i></p>							
26	<p>Staff understanding new changes – safe practice at work & in classroom. Teaching in a safe environment</p>	<ul style="list-style-type: none"> Briefing held by head teacher on 21/5/2020., staff updated on 4/9/2020 staff meeting as well as risk assessment review shared on 2/9/2020 with email of key notes 	4	2	8				

		<ul style="list-style-type: none"> • Meeting with whole teaching team and ELT 30/6/2020 via Zoom in preparation of next week and to review the risk assessment. Meeting again on 1/9/2020 with Leadership and site management team and shared with staff via email on 2/9/2020 • Briefing notes for all staff • Briefing video with clear guidance and medical explanations for all to watch- • All staff to sign that they have attended briefing, read notes and watched video. • Updates to guidelines are shared on the phased minutes each Tuesday • 7.1.2021 whole school briefing ref plan for 11 Jan 2021 onwards. • 10.2.2021 whole school zoom briefing ref plan for 22.2.2021 onwards when the expectation is more pupils back on site 							
27	Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • 4.1.2021 in school LFT testing available for all staff see separate COVID testing risk assessment. Even if staff have had Covid vaccine, please continue to regularly LFT. • Staff have been issued with home testing kits. Staff have been asked to test twice per week. If the working pattern is Monday to Friday test Sunday night or Monday morning before school and then again Tuesday night or Wednesday morning. For staff working different work patterns testing days should be adjusted accordingly ie to be tested before the 	4	2	8				

	<p>As At 26.2.2021 pupils can be tested in school. Pupil testing/unable to complete a test</p>	<p>coming into school on the first day of their working week. If the test is positive, staff are to follow the instructions on the kit, telephone Anne, if you can't get through straight away, text or email and stay home and isolate. School will be in contact to advise when it is safe to return to school. School will then check consider quickly what staff/pupils been in close contact with the positive person and take the appropriate action as given by Public Health England.</p> <p>Parental consent is required if pupils are to be tested in school. Pupils will be supervised when testing but they will have to take swabbing themselves. Staff will support by modelling and using clear instructions for pupils. If a pupil refuses to swab themselves this will end the testing and parents will be informed that the test did not take place. After three success testing procedures pupils will be given home testing kits and will then continue testing at home.</p>							
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	6.9.21	6.9.21 Anyone with one or more of these symptoms should book a test at nhs.uk/coronavirus or by calling 119 . The three Plymouth centres are provided as an option when booking a test, subject to availability.						
28	Conditions for use of face coverings or other equipment when dealing with a symptomatic child are clear and understood by staff.	<ul style="list-style-type: none"> • PPE will be used for all intimate care or when dealing with a symptomatic child. • Guidelines on PPE will be on display. • Transparent face coverings which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate can also be worn. There is currently limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be more effective in reducing the spread of coronavirus (COVID-19) than not wearing a face covering at all. 	4	3	12			
29	Use of PPE /and face coverings	<ul style="list-style-type: none"> • PPE kits will be available for staff in all areas of the school to include gown, gloves, fluid resistant surgical face coverings. • Guidelines on donning and doffing have been provided. • Face masks for pupils and staff can be worn if desired • Face masks only need to be worn by staff if they need to access school transport minibus or taxi to support pupils • Staff are advised to wear clear face shields or masks when in communal areas or transitioning 	4	2	8			

		<p>in corridors between classrooms. This is not necessary when outside. This is not mandatory but advisable.</p> <ul style="list-style-type: none"> • If staff are required to support a pupil on school transport they will be required to wear a face covering • Sufficient hand washing facilities are available around the building. • Cleaning products will be available around the building too. • It is optional for staff to wear face coverings for meetings that last over 15 minutes 						
30	Travel to school and provision of safe school transport:	<ul style="list-style-type: none"> • School transport have now provided their own risk assessment and guidelines to cover pupils being transported to and from school. (copy available in the office) 	3	3	9			
31	School Transport arrangements support changes to school times	<ul style="list-style-type: none"> • Liaison with School transport – no change to times at present. • Staff that need to help pupils inside school transport minibuses or taxis must wear a face covering if getting on board and safely dispose of it when finished in a tied bag. • There will be mixing of bubbles on school transport, school transport is aware of which staff and pupils are travelling each day on transport and can track and trace bubbles if required 	3	3	9			
32	Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	CaterEd have provided their own risk assessment. (Copy help in the office)						

33	Food that is able to be prepared on premises is compliant with Covid - 19 health and Hygiene guidance	As above We will not provide 'tuck' at break times.							
34	Catering staff are operating in a safe environment	As above							
35	Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<ul style="list-style-type: none"> ● Reduce the number of people in the school entrance and reception area to ensure 2m where possible distances are maintained. ● Entrance and reception area should not be a waiting space and free flow should be available at all times. ● Anyone displaying symptoms of Coronavirus (COVID-19) should not enter any part of the building. ● Professionals and families can visit for necessary meetings when this is deemed to be the most appropriate solution ● School will have set times for children to be dropped off and collected. ● All visitors including families and children will need to use the intercom systems to access the school. ● All visitors including staff should avoid letting visitors in through the gate and instead allow the reception office to manage this. ● Visual guidelines are displayed for visitors and children. ● Key staff to manage transition times and the flow of traffic from vehicles and people. ● 7.1.2021 All visitors to wear face coverings and complete the track and trace forms. (not gvs) ● Staff are advised to wear clear face shields or masks when in communal areas or transitioning 	4	2	8				

	9.9.21	<p>in corridors between classrooms at busy times when there are lots of other people around. This is not necessary when outside. This is not mandatory but advisable.</p> <ul style="list-style-type: none"> • Governors visiting site must have a LFT before visiting site or on arrival to site and when the result proves a negative test they will then be allowed to visit all areas of the school- they may wear a mask if they wish but this is not mandatory. • Sports coaches and The Street Factory will be have confirmed that they are completing the LFT test twice per week and have systems • 9.9.21 Parents visits are postponed until 1st October 2021 unless deemed as vital by the school. Visitors until this time will be asked to wear a mask in communal areas. 						
36	Suppliers understanding and complying with new arrangements	<p>As above – quiet times for deliveries and contractors that do have to attend site etc already in place for contractors that need to enter premises.</p> <ul style="list-style-type: none"> • 7.1.2021 All visitors including governors and complete the track and trace forms. 	4	2	8			
37	Communications to parents	<p>Class Dojo and email and phone calls. Zoom is used for meetings with parents, wherever possible, rather than physical sit downs.</p> <p>Reduce parents' anxiety ensuring key workers available at drop offs and collections.</p>	3	2	3			
39	Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> • Reduce all unnecessary visits and stagger pre-arranged appointments. • Ensure adequate handwashing facilities are available to all visitors. 	4	2	8			

		<ul style="list-style-type: none"> Limit the amount of visitors accessing entrances and exits. 						
40	Pupils arriving to school (transport or brought in by parents) already wearing face coverings - main issue being how long have they had the face covering on?	<p>If pupil is going to wear a face covering for the school day then a clean one put on for start of school day, taken off for lunch and another new/clean face covering put on for remainder of school day.</p> <p>5/1/2021 Teachers contacting families off cloth face coverings to remind them to send clean ones in and bags.</p> <p>If disposable type face coverings being worn these will require periodic changing throughout the day, disposed of correctly. Staff to remain vigilant on how long a pupil is wearing a face covering – reusable or disposable. Used disposable face coverings to be double bagged (nappy sack) and then disposed of as clinical waste – bins in Hall with yellow bin liners.</p> <p>All staff have been briefed about the safe wearing and removal of face coverings and not touching the front of them.</p> <p>All families have also been sent this info as part of our newsletter 18/9/2020.</p>	4	2	8			
41	Gloves worn in school	If gloves are to be worn at all during the school day it is for defined activities only e.g. cookery, lunchtime etc – again after use gloves to be disposed of correctly.	4	2	8			
42	Visitors coming on to site wearing face coverings	If the visitor is staying for the school day and wearing their reusable/personal face covering this is to be removed on arrival, put in zip lock bag and stored on their person e.g. bag etc. A fresh clean face covering	4	2	4			

		<p>put on for start of school day, taken off for lunch and another new/clean face covering put on for remainder of school day.</p> <p>If the visitor for the day is wearing disposal type face coverings these will require frequent changing throughout the day, and used face coverings disposed of in nappy sack, sealed and then disposed of correctly. Used disposable face coverings to be double bagged (nappy sack?) and then disposed of as clinical waste – bins in Hall with yellow bin liners.</p> <p>7.1.2021 all visitors must wear face coverings on school site. With the exception on Governors after they have tested negative LFT on the day of visit</p> <p>20.3.2021 all visitors that have not LFT tested will be asked to wear a face covering on school site.</p>						
43	Supply staff working at school	<p>If any supply staff are used (which is very rare) they must stay in their classes and certainly within their large phase bubble and not move between bubbles.</p> <p>They should have little direct contact with main staff.</p> <p>7.1.2021 supply will only be used as a last resort to maintain low household mixing.</p> <p>19.4.2021 supply cover will undertake a LFT on the first day of them working on site then they must take two LFT on each week after this and this must be registered online and be negative for the supply person to be able to work on site</p>	4	2	8			
44	Spitting	<p>If a pupil spits intentionally they will be reminded of the risk of this and boundaries will be reinstated, where</p>	4	2	8			

		possible staff will wear full PPE. If pupils continue to do this, then staff will inform a member of SLT and ultimately families will be contacted to collect their child in order to keep pupils safe during the pandemic. The child's risk assessment and behaviour plan will be reviewed or one will be put in place.							
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45	Behaviour	<p>As always, physical restraint/restriction will be used as a last resort where there is an imminent or immediate risk of danger.</p> <p>-When a child's behaviour escalates, SLT will make the decision to call parents before risk behaviour happens (where possible) to reduce the need for physical restraint/restriction.</p> <p>-If physical restraint/restriction takes place, staff will wash their hands thoroughly after the event or use hand sanitiser if it is not possible to wash hands. Children will also be encouraged to wash their hands/ use hand sanitiser after the event</p> <p>Support and team calls update: 21.1.21</p> <p>This is the strategy for support and team calls whilst we are restricting the mixing of bubbles. If possible, support calls will be managed within class bubbles. If a child in your class needs regular support, please consider this in your staffing. Some children will need support from people outside of their team. This is ok. please remember to keep your distance. This also relates to support for toileting. If possible support can be given from someone in your class team. Please radio your team for support. If not possible radio and other teams will come to support. Please confirm attendance to reduce the number of people attending the call.</p> <p>Team calls require more urgent support. Anyone can attend team calls regardless of bubbles. Please keep your distance and not to congregate. If there are more than enough people attending, if possible, staff in the class bubble will stay. Some children will need SLT support. This is ok and we will try to keep our distance as best as we can.</p>	4	2	8				
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		<p>If physical intervention or contact is needed, if possible, it will be carried out by people within the class bubble. Please inform your phase leader if this has been needed so that we can try to minimise risk in the future. Please wash your hands afterwards.</p> <p>There is not a strict rule that we can follow for these situations. All we can do is ask you to assess the risk. If the risk is high, we may need to cross bubbles. If we can support in class bubbles or from a distance, this is preferable.</p>						
46	Covid 9.9.21	<ul style="list-style-type: none">• Staff asked to test twice weekly at home and given a supply of testing kits to ensure this is possible.• If a pupil tests positive for COVID remote learning will be supplied. If a pupil is entitled to a Free School Meal, a food parcel will be provided.						

47	Transitions of new pupils starting in September 2021	<ul style="list-style-type: none"> · Pupils will be transported in by parents or T/A · Pupils to enter the classes using the entrances used for classes (not via reception) eg Frans/Grace/ via outside classroom door · Pupils to arrive on site 9.30am onwards, staff to meet pupils in the carpark and parents and not to come onto sc · Staff will encourage pupils to wash their hands on arrival to class · Pupils will eat lunch in classes/not lunch all · Pupils to stay in class and minimise walking around the school, but will have break times on the playground, break times will be staggered to reduce contact with other staff and pupils · All equipment and desks to be wiped with tersano spray ASAP · Pupils and not to go back to their original school/nursery setting · Contact details for all the new pupils (telephone numbers and email address) has been shared with AH,NF and JB in case this is needed for track and trace 						
21	9.9.21	<ul style="list-style-type: none"> • this paragraph has been removed 						

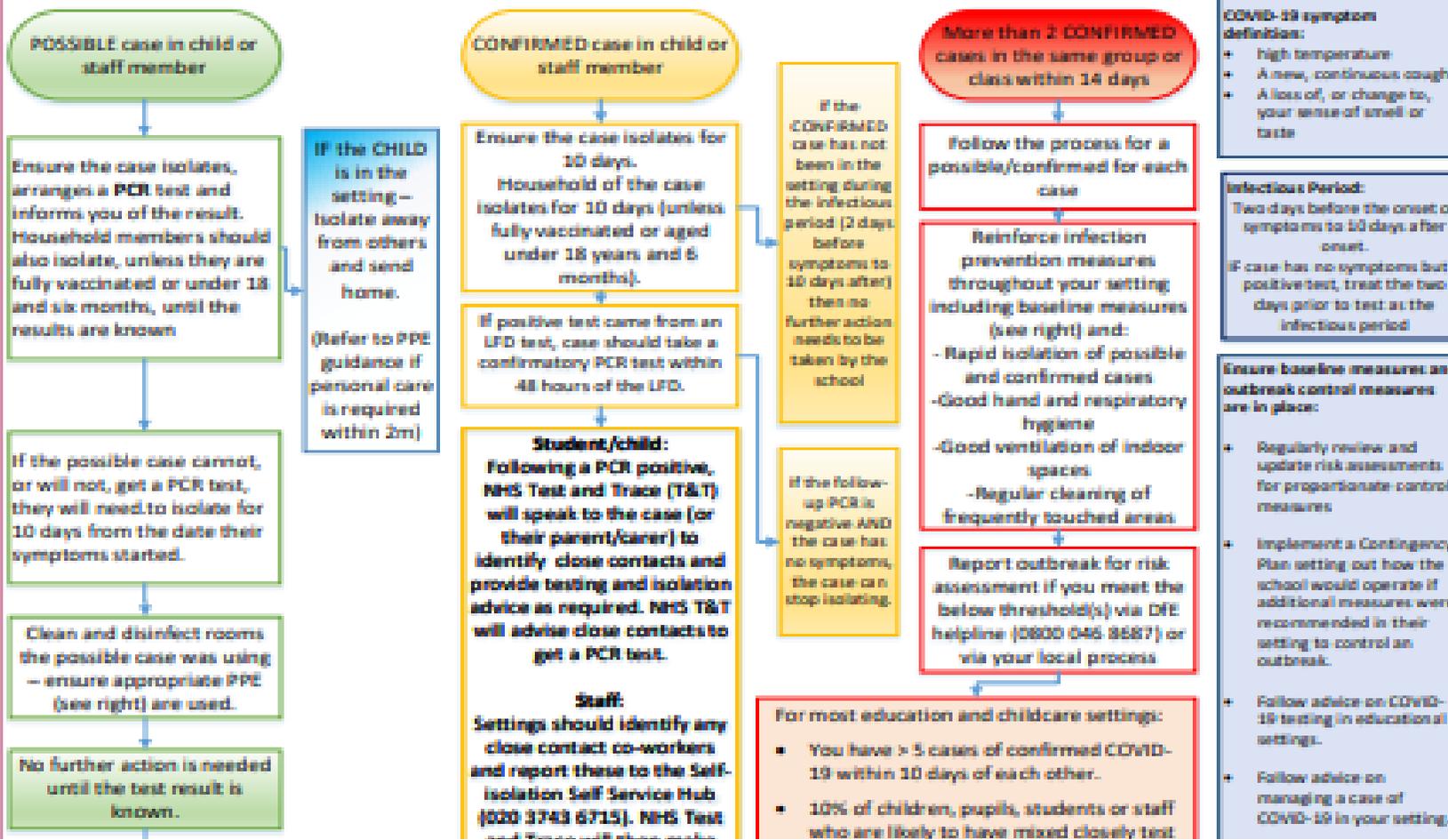
		<ul style="list-style-type: none">• Sign on toilets with max recommendations.							
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PHE SW HPT: Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 15 2021.08.25

Prevent the spread of all infections by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. If you have any infection control concerns or questions please call the **Department for Education (DfE) advice line on 0800 046 8687** or, **Your local process or the DfE will escalate to the South West Health Protection Team (HPT) as necessary for further risk assessment. Please only call the HPT if they advise you to do so.**
GUIDANCE: Visit <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#testing>
FOR TESTING: Visit <https://www.gov.uk/test-coronavirus-test> or call 119.

BEFORE USING THE FLOWCHART – PLEASE CHECK THE DEFINITION OF A POSSIBLE AND CONFIRMED CASE – SEE BOX AT BOTTOM OF PAGE



Updates to Risk Assessment:			
Date	Item No	Previous text	Amended to
17.06.20			Item numbers added for ease of reference
17.06.20	25	<ul style="list-style-type: none"> In the event that one person (adult or child) in a class bubble develops symptoms the whole class bubble should be sent home until the outcome of the test is known. If negative others may return; if positive all must self-isolate for 14 days 	<p>In the event that one person (adult or child) develops symptoms compatible with covid-19, that person should be sent home and advised to self-isolate for 7 days. All staff and students will have access to a test if they display symptoms of coronavirus (covid-19). This can be arranged by visiting nhs.uk or contacting the NHS via telephone on 111.</p> <p>Where the child, young person or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the person self-isolating subsequently develops symptoms.</p>

			<p><i>This is in accordance with DfE Guidance: Opening Schools and Educational Settings for more pupils from 1 June (updated 11.6.20)</i></p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available), or the child subsequently tests positive.</p> <p><i>DfE Guidance: Corona Virus (covid-19) Implementing protective measures in education and childcare settings (updated 1.6.20)</i></p>
10.07.20	10	Amended to reflect additional pupils although year 11's have left, this will mean that additional staff will be available support where applicable	
10.07.20	2	Staff names changed to abbreviations and updated to reflect room moves	
10.07.20	2	FC accessing school by Oasis gates and then around side of building.	Fran accessing school by Oasis gates and then around side of building.
10.07.20	4	Line removed about reduced numbers as school now all back bar a handful of non-returners/leavers.	Line removed about reduced numbers as school now all back bar a handful of non-returners/leavers.
01.09.20	2	School will have set times for children to be dropped off / collected – school transport from 8.45 – 9.15 and parents from 9.15 on for drop off, collections for parents and school transport from 2.30pm. If parents would like to drop off on site this would be after 9,30 am and collect from school site from 2.45pm. 2 x seats re-installed in reception area but socially distanced to 2m.	Only amendment in this section as per box on left
01.09.20	3	Parent/carer vehicles will be allowed to drop off pupils after 9.30am and collect after 2.45pm on site	Only amendment in this section as per box on left

01.09.20	4		Line deleted ref some pupils attending more days than others and line deleted about forward facing pupils. And gym studio and food tech rooms will now be used
01.09.20	6		Line amended to all middle and upper pupils eating lunch (packed or cooked) in Dining Hall.
01.09.20	7	.	Minor amendment with addition of chairs taped off
01.09.20	9		Change to air con times
01.09.20	10		All staff return to work Sept 3 rd 2020. Deleted line about yr 11's.
01.09.20	11		Line deleted about home working.and added risk assessment updated Sept 2020 will be shared with all staff
01.09.20	12		Studio, Gym and Food Tech rooms back in use from 3 rd Sept. Cleaning solution will be delivered to rooms
01.09.20	22	.	Deleted lines on Key Worker children and vulnerable children
01.09.20	25		7 day isolation changed to 10 day isolation in line with Government guidance.
01.09.20	29		Addition of school position on face coverings.
01.09.20	30		Update regarding transport, School transport now reverted back to a 'normal' service, most pupils now accessing this, therefore, less parents will be transporting pupils to school
01.09.20	38		Update on communications to parents
01.09.20	29		Addition of school position on face coverings.
01.09.20	30		Update regarding transport, School transport now reverted back to a 'normal' service, most pupils now accessing this, therefore, less parents will be transporting pupils to school
01.09.20	38		Update on communications to parents
14.09.20	40	New section added, no previous text/instructions	
14.09.20	41	New section added, no previous text/instructions	
14.09.20	42	New section added, no previous text/instructions	

17.09.20	4	<ul style="list-style-type: none"> Children and staff will be grouped together to form a 'bubble' to identify who and where they should be at all times as per section 2?. 	<ul style="list-style-type: none"> Pupils will be in two bubbles, lower school, one bubble. Middle and Upper School will form the second bubble. Staff will be grouped together to form a 'bubble' staff movement in classes will be monitored and staff will be scheduled to work the same classes wherever possible.
.17.9.20	8	<ul style="list-style-type: none"> Staff can take their breaks within their 'bubbles' e.g. classrooms with the pupils they are in care of/supervision of. 	<ul style="list-style-type: none"> Staff can take their breaks within their classrooms with the pupils they are in care of/supervision of.
17.9.20	11	<ul style="list-style-type: none"> 	From Sept 2020Counsellor now attending school premises to work with pupils and staff
18.9.2020	40	added additional guidance on face covering/ face covering use	
18.9.20	43	New section added, no previous text/instructions	
21.9.20	2	anyone visiting the school will please ensure you hand sanitise	<ul style="list-style-type: none"> Anyone visiting the school will hand sanitise at the pedestrian gate
21.9.20	5		changed risk score
21.9.20	6	all lunches to be eaten in dining hall	all school prepared lunches eaten in the dining hall
21.9.20	8		added.. except Blue Sky Therapies who have a segregated table for their use in the staffroom on Wednesdays)
21.9.20	8		added ...Staff not to meet face to face and spread out as much as possible
21.9.20	9		addedAir con is available in the rooms where fitted, they draw from an external source and does not recirculate air),
21.9.20	11		added any subsequent updates on the risk assessment will be shared with staff and updated on the school website

21.9.20	23		changed risk score to 10
21.9.20	24		changed risk score to 5,2,10
21.9.20	43		put in a risk score of 4,2,8
6.10.20	8		and reading interventions
6.10.20	31		Staff that need to help pupils inside school transport minibuses or taxis must wear a face covering if getting on board and safely dispose of it when finished in a tied bag.
14.10.20	2		KS4 staff to use the reception entrance to for the start of the day and end of the day
14.10.20	7	PC's/chairs taped off so every other PC / chairs will be available	PC's/chair are spaced 2m apart
14.10.20	7		Food tech room has been tapped off to form 4 kitchens
14.10.20	7		Max occupancy numbers are displayed on office doors and staffroom
14.10.20	7		Max of 10 people in the staffroom at any one time
14.10.20	8	reading interventions	interventions
14.10.20	12		Cleaning schedules/logs are held in the admin office Clear office desk and pupil's desk policy adopted throughout the school
14.10.20	12		Pupils to be given a container to keep their own stationery in it Books once used will be collected throughout the week and on Friday the box will be closed all books will be quarantined for 72 hours and then reintroduced. This will also apply to the free readers using the library
14.10.20	12		Clear office desk and pupil's desk policy adopted throughout the school

14.10.20	14		On the days that pupils have PE lessons pupils will come in PE kits to school and stay in the for the day and to shower at home
14.10.20	21		Sign on ladies toilets stating max 3 persons
14.10.20	26		Updates to guidelines are shared on the phased minutes each Tuesday
14.10.20	29		If staff are required to support a pupil on school transport they will be required to wear a face covering
14.10.20	30	School transport have now provided their own risk assessment and guidelines to cover pupils being transported to school.	School transport have now provided their own risk assessment and guidelines to cover pupils being transported to school. (copy available in the office
14.10.20	32	Catered have provided their own risk assessment.	Catered have provided their own risk assessment. (Copy help in the office)
16.10.10	5		revised statement about staggering breaks due to smaller classes and large outdoor areas.
21.10.20	13		No pupils or staff are allowed to eat outside in the play areas
6.11.2020	29	however, at present there is no school directive that all staff and pupils must wear face coverings- this would be reviewed if local lockdown was in place	Face coverings must be worn by staff mornings and afternoons whilst assisting pupils to and from school transport.
9.11.2020	29		Staff to wear face coverings when collecting food from Jostas
9.11.2020	17		Pupils to wash their hands before and after break/lunch times
9.11.2020	5		Lower school will stagger break times, 2 classes to go out at 10.15 – 10.30 and the rest of the lower school will go out 10.30-10.45am
30.11.2020	2	parents from 9.15 on for drop off, collections for parents and school transport from 2.30pm	<ul style="list-style-type: none"> School will have set times for children to be dropped off / collected from school – school

			transport will be onsite from 8.45 – 9.15am dropping off. From 9.05am parents/carers can walk their child on site and wait on the pavement by the top carpark, staff will collect pupils from parents from this area. If parents would like to drive onto the school site (top car park only) this is allowable from 9.20am – 9.30am, as long as all mini-buses/taxi's have departed by then. In the afternoon school transport will be on site from 2.15 pm – 2.45pm to take pupils home. Parents can walk onto the school site and wait on the pavement by the top carpark from 2.20pm and wait for their child to leave the premises. If parents would like to drive onto the school site (top car park only) this is allowable once all mini-buses/taxi's have departed e.g 2.45 onwards.
30.11.2020	7	Max of 10 people in the staffroom at any one time	Max of 14 people in the staffroom at any one time
30.11.2020	9		The school must ventilate all rooms and corridors as much as possible. Rooms have been issued checklists which identifies cupboards/PODs that need to be left open overnight. SM and Cleaners have been issued a schedule which lists of rooms/areas that windows and doors need to be left open to create as much ventilation before and after the school day
30.11.2020	10		In the event of HT and DH having to be hospitalised the HT of Cann Bridge will be a responsible person for the assistant headteachers and Chair of Governors to liaise with. He will assist with supporting decision making for smooth running of the school. The school will also have advice and support from the LA team
30.11.2020	21	Sign on ladies toilets stating max 3 persons	Sign on ladies toilets stating max 4 persons

30.11.2020	27	A limited amount of COVID tests are available in school and delivered/given to staff pupils that are unable to access the drive through testing station	
10.12.2020	44	If a pupil spits intentionally they will be reminded on the risk of this and boundaries will be reinstated. If pupils continue to do this then staff will inform a member of SLT and ultimately families will be contacted to collect their child in order to keep pupils safe during the pandemic	
5.1.2021	25	to self-isolate for 14 days	to self-isolate for 10 days
5.1.2021	29		Staff to wear face coverings when attending a COVID LFD and to keep face covered for 30 mins after the test. If the test is positive staff will be notified and will leave the site and follow the normal procedures of being tested
7.1.2021	1		Reviewed again on 7.1.2021 following gov's meeting and decisions made.
8.1.2021	5		<ul style="list-style-type: none"> • From 11.1.2021 class sizes reduced as per gov's letter dated 7.1.2021 to reduce household mixings • Every child two days a week in school (either Mon/Tues or Thurs/Fri). • Wednesday will be used to give the building a deep clean and time to properly ventilate before the next pupil and staff bubble come in. • Staff will have their own support bubble
8.1.2021	10		7.1.2021 staffing numbers on site and pupils will be reduced as per gov's letter 7.1.2021
8.1.2021	11		<ul style="list-style-type: none"> • From 7.1.2021 there will be a significant reduction of staff and pupils on site • As per UNIONS request all staff will sign a declaration to say they have understood the risk assessment and agree to follow it.

			<ul style="list-style-type: none"> ● 7.1.2021 Staff will be given the option of testing LFD devise in school – see Covid testing Risk assessment ● 7.1.2021 school offer of face to face education to pupils reduced to ensure reduction of household mixing and less staff and pupils accessing school site. ● with the agreement of the governing body a letter has been sent out to parents outlining the schools proposal for children to return on 11 January 2021. ● the following options have been offered to parents on 07.01.2021 <ul style="list-style-type: none"> ● Option A- my child in school two days a week (Monday and Tues or Thurs and Friday) with remote learning for the other 3 days. ● Option B- I will keep my child at home for 5 days a week and receive the full remote learning offer for 5 days. ● Option C- I am a critical worker and I need full childcare as there is no one in my household to do the childcare whilst I am at work. ● Option D- I am a critical worker but would only need certain days childcare (please let your teacher know the days) and I would like remote learning for the other days please.
8.1.2021	42		7.1.2021 visitors must wear face coverings on school site
8.1.2021	39		<ul style="list-style-type: none"> ● 7.1.2021 reduced pupil numbers in school ● cancel all unnecessary visits until February half term.

8.1.2021	36		7.1.2021 and to wear face coverings and complete the track and trace app
8.1.2021	35		7.1.2021 and to wear face coverings and complete the track and trace app
8.1.2021	29		<ul style="list-style-type: none"> • Meetings of over 15mins staff to wear face coverings • Staff to wear face coverings when attending a COVID LFD and to keep face covered for 30 mins after the test. If the test is positive staff will be notified and will leave the site and follow the normal procedures of being tested
8.1.2021	27		4.1.2021 in school LFT testing available for all staff see separate COVID testing risk assessment
8.1.2021	26		7.1.2021 whole school briefing ref plan for 11 Jan 2021 onwards
8.1.2021	23		7.1.2021 this will be reviewed on-going basis to ensure the requirements of the EHCP are being met as far as reasonably practicable eg OT limited due to COVID restrictions
8.1.2021	22		7.1.2021 there is no extremely vulnerable staff, some pupils are sheilding Highly anxious staff or those that feel particularly vulnerable even if not in a 'shielding' category have been told they can discuss their needs with the Headteacher and adaptations will be made according to whatever is reasonable and practicable and to still meet the needs of the school.
8.1.2021	44		where possible staff will wear full PPE

8.1.2021	45	-	<p>As always, physical restraint/restriction will be used as a last resort where there is an imminent or immediate risk of danger.</p> <p>-When a child's behaviour escalates, SLT will make the decision to call parents before risk behaviour happens (where possible) to reduce the need for physical restraint/restriction.</p> <p>-If physical restraint/restriction takes place, staff will wash their hands thoroughly after the event or use hand sanitiser if it is not possible to wash hands. Children will also be encouraged to wash their hands/ use hand sanitiser after the event</p>
11.1.2021	11	<p>Counsellor available and doing sessions via Zoom for some staff as we need.</p> <p>From Sept 2020 Counsellor now attending school premises to work with pupils and staff</p>	<p>Counsellor available and doing sessions via Zoom for some staff as we need.</p> <p>From Sept 2020 Counsellor now attending school premises to work with pupils and staff (from 11.1.2021 the school counsellor will be contacting pupils by zoom)</p>
11.1.2021	29	<ul style="list-style-type: none"> Staff to wear face coverings when attending a COVID LFD and to keep face covered for 30 mins after the test. If the test is positive staff will be notified and will leave the site and follow the normal procedures of being tested 	<ul style="list-style-type: none"> Staff to wear face coverings when attending a COVID LFD . If the test is positive staff will be notified and will leave the site and follow the normal procedures of being tested
22.1.2021	45	<ul style="list-style-type: none"> 	<p>Support and team calls update: 21.1.21</p> <p>This is the strategy for support and team calls whilst we are restricting the mixing of bubbles. If possible, support calls will be managed within class bubbles. If a child in your class needs regular support, please consider this in your staffing. Some children will need support from people outside of their team. This is ok. please remember to keep your distance.</p>

			<p>This also relates to support for toileting. If possible support can be given from someone in your class team. Please radio your team for support. If not possible radio and other teams will come to support. Please confirm attendance to reduce the number of people attending the call.</p> <p>Team calls require more urgent support. Anyone can attend team calls regardless of bubbles. Please keep your distance and not to congregate. If there are more than enough people attending, if possible, staff in the class bubble will stay. Some children will need SLT support. This is ok and we will try to keep our distance as best as we can.</p> <p>If physical intervention or contact is needed, if possible, it will be carried out by people within the class bubble. Please inform your phase leader if this has been needed so that we can try to minimise risk in the future. Please wash your hands afterwards.</p> <p>There is not a strict rule that we can follow for these situations. All we can do is ask you to assess the risk. If the risk is high, we may need to cross bubbles. If we can support in class bubbles or from a distance, this is preferable.</p>
	4	<ul style="list-style-type: none">From 11.1.2021 class sizes reduced as per gov's letter dated 7.1.2021 to reduce household mixings	From 25th Jan families have been given opportunity to review their offer of onsite education. A small number are in 5 days a week with the vast majority

		<ul style="list-style-type: none"> • Every child two days a week in school (either Mon/Tues or Thurs/Fri). • Wednesday will be used to give the building a deep clean and time to properly ventilate before the next pupil and staff bubble come in. • Staff will have their own support bubble 	<p>part time and some accessing only remote learning due to parental choice. We have reduced number of households mixing in rooms at any one time and have kept different household mixing to a minimum with part time on site pupils in for set days. Only a small number of pupils will be in school on a Wednesday to enable them to access more on site education. Several rooms will still be left empty and have extra ventilation for Wednesday as well as enabling a deeper clean of those rooms.'</p> <ul style="list-style-type: none"> •
3/2/21	12	<ul style="list-style-type: none"> • This will also apply to free readers using the library. 	<ul style="list-style-type: none"> • For the library teachers will collect books as required and then quarantined. •
3/2/21	15	<ul style="list-style-type: none"> • Parents can walk onto the school site and wait on the pavement by the top carpark from 2.20pm and wait for their child to leave the premises. 	<p>Additions of extra testing locations in Plymouth - Testing centres by (1) Seaton Barracks, Derriford (2) Walk-in centre, Marjons (3) Walk-in centre Guild Hall lower ground floor for testing</p>
3/2/21	33	<ul style="list-style-type: none"> • We will not provide 'tuck' at break times for the Autumn term - this will be reviewed. 	<ul style="list-style-type: none"> • We will not provide 'tuck' at break times for the Autumn term & Spring term - this will be reviewed.
3/2/21	4	<ul style="list-style-type: none"> • Pupils will be in two bubbles, lower school, one bubble. Middle and Upper School will form the second bubble. Children and Staff will be grouped together to form a 'bubble' to identify who and where they should be at all times as per section 2. 	<ul style="list-style-type: none"> • Pupils will be in two bubbles, lower school, one bubble (max. 44). Middle and Upper School will form the second bubble (max.67). Children and Staff will be grouped together to form a 'bubble' to identify who and where they should be at all times as per section 2.
3/2/21	7	<ul style="list-style-type: none"> • Staff room can be used for staff sitting/working/eating – furniture reduced (and not to be moved) to encourage social distancing and PC's/chair are spaced 2m apart Sprays bottles and cloths are available for staff to clean areas after use Max of 14 people in the staffroom at any one time 	<ul style="list-style-type: none"> • Staff room can be used for staff sitting/working/eating – furniture reduced (and not to be moved) to encourage social distancing and PC's/chair are spaced 2m apart Sprays bottles and cloths are available for staff to clean

			areas after use Max of 10 people in the staffroom at any one time.
3/2/21	5		<ul style="list-style-type: none"> All staff are able to take a break if they wish as staff in teams cover each other to enable this without mixing of bubbles.
3/2/21	40,41,42		Items 40, 41, 42 risk scores upped on each one to 4/2/8
3/2/21			<ul style="list-style-type: none"> Change reference from mask to face covering for consistency throughout the doc
4.2.2021	24	Newspaper	<ul style="list-style-type: none"> Removed now blank
4.2.2021	36	including governors	<ul style="list-style-type: none">
11.2.2021	4	<p>From 22nd Feb families are given the choice to send their child into school 5 days a week or to continue with fully supported 5 day a week remote learning offer.</p> <p>Testing will be offered to keystage 4 pupils with parental consent.</p> <p>Vast majority of staff have now had their first vaccine and many have been offered date of second dose of vaccine already. Our therapists have also been vaccinated.</p> <p>We will continue with LFD testing for all staff available and encouraged twice a week minimum. The testing station will be open daily for all staff to enable those part time to test easily.</p>	
11.2.2021	11	22.2.2021 The School Counsellor will be offering session on School site, she has received her first vaccination and will have a LFD test prior to commence work, the school has a schedule	

		<p>of her timetable for staff and pupils so could easily track and trace people if required</p> <p>From 22.2.2021 all of our pupils have been offered on site learning 5 days per week or 5 days of remote learning</p>	
11.2.2021	16	All teaching staff will now be leaving the school as soon as possible- we are aiming for staff not to be in the building before 8.30 and ideally leave by 3.30pm latest	
11.2.2021	25	The outside classroom (referred to KE POD)– using nearest available exit to outside	
11.2.2021	26	10.2.2021 whole school zoom briefing ref plan for 22.2.2021 onwards when the expectation is more pupils back on site	
11.2.2021	31	There will be mixing of bubbles on school transport, school transport are aware of which staff and pupils are travelling each day on transport and can track and trace bubbles if required	
11.2.2021	39	Governors will be able to visit site from 22.2.2021, they will need to complete the track and trace form at reception and wear a face covering whilst on site	
11.2.2021	46	9.2.2021 HT arranged for a video to be sent via See Saw offering either 5 days on site learning or 5 days remote learning	
23-02-2021	28	New guidance added - Transparent face coverings which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate can also be worn. There is currently limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be more effective in reducing the spread of coronavirus (COVID-19) than not wearing a face covering at all.	
23-02-2021	29 and 35	The following statement has been added - Staff are advised to wear clear face shields or masks when in communal areas or transitioning in corridors between classrooms. This is not necessary when outside. This is not mandatory but advisable.	

26.2.2021	27	Parental consent is required if pupils are to be tested in school. Pupils will be supervised when testing but they will have to take swabbing themselves. Staff will support by modelling and using clear instructions for pupils. If a pupil refuses to swab themselves this will end the testing and parents will be informed that the test did not take place. After three success testing procedures pupils will be given home testing kits and will then continue testing at home.	
26.2.2021	27	<ul style="list-style-type: none"> Staff have been issued with home testing kits. Staff have been asked to test twice per week. If the working pattern is Monday to Friday test Sunday night or Monday morning before school and then again Tuesday night or Wednesday morning. For staff working different work patterns testing days should be adjusted accordingly ie to be tested before the coming into school on the first day of their working week. If the test is positive, staff are to follow the instructions on the kit, telephone Anne, if you can't get through straight away, text or email and stay home and isolate. School will be in contact to advise when it is safe to return to school. School will then check consider quickly what staff/pupils been in close contact with the positive person and take the appropriate action as given by Public Health England. 	4
19.4.2021	4	first vaccine and many have been offered date of second dose of vaccine already	second vaccine
19.4.2021	4	We will continue with LFD testing for all staff available and encouraged twice a week minimum.	staff will be given LFD tests and will be encouraged to self test twice weekly

19.4.2021	6	<ul style="list-style-type: none"> Adults do not eat food in the playground areas 	Adults that are not supervising pupils that are on a lunch break can eat their food outside away from play equipment
19.4.2021	10	<ul style="list-style-type: none"> 7.1.2021 staffing numbers on site and pupils will be reduced as per govs letter 7.1.2021 	
19.4.2021	11	weekly	regular
19.4.2021	12	<ul style="list-style-type: none"> For the library teachers will collect books as required and then quarantined. 	All library books will be returned to the library service on the 5 May 2021. The library area will be discontinued to be used as a designated area
19.4.2021	16	<ul style="list-style-type: none"> All teaching staff will now be leaving the school as soon as possible- we are aiming for staff not to be in the building before 8.30 and ideally leave by 3.30pm latest. 	There is no restrictions as to the hours that teaching staff are allowed on site
19.4.2021	16		<ul style="list-style-type: none"> Securigard will ensure all staff have vacated the building by 6pm lockup
19.4.2021	22		<ul style="list-style-type: none"> Email sent to all staff 18.4.2021 to advise that the school will be holding face to face meetings and staff meetings. Lower school phased meeting will be held in the lunch hall, Middle school will be held in the sports hall and Upper School will held in the JL classroom. Whole school Friday meeting will be held in the lower school playground if it is not raining and sports hall if it is raining. Any staff that anxious will be able to discuss issues with the Headteacher and will be able to access the meeting via zoom
19.4.2021	27	<ul style="list-style-type: none"> Testing centres by (1) Seaton Barracks, Derriford (2) Walk-in centre, Marjons (3) Walk-in centre Guild Hall lower ground floor for testing of any staff suspected of Coronavirus e.g. symptoms or contact with suspected pupil. Staff to inform head-teacher if they are being tested. Email link sent to all staff to advise where to get tested. 	<ul style="list-style-type: none"> If testing is required, staff to telephone 119 to ascertain the location that is the person is required to attend
19.04.2021	4	<ul style="list-style-type: none"> From 25th Jan families have been given opportunity to review their offer of onsite education. A small number are 	Removed from Risk assessment 19.4.2021

		<p>in 5 days a week with the vast majority part time and some accessing only remote learning due to parental choice. We have reduced number of households mixing in rooms at any one time and have kept different household mixing to a minimum with part time on site pupils in for set days. Only a small number of pupils will be in school on a Wednesday to enable them to access more on site education. Several rooms will still be left empty and have extra ventilation for Wednesday as well as enabling a deeper clean of those rooms.'</p> <ul style="list-style-type: none"> From 22nd Feb families are given the choice to send their child into school 5 days a week or to continue with fully supported 5 day a week remote learning offer. 	
19.04.2021	5	<ul style="list-style-type: none"> Lower school will stagger break times, 2 classes to go out at 10.15 – 10.30 and the rest of the lower school will go out 10.30-10.45am 	Removed from Risk assessment 19.4.2021
19.4.2021	11	<ul style="list-style-type: none"> from 7.1.2021 there will be a significant reduction of staff and pupils on site From 22.2.2021 all of our pupils have been offered on site learning 5 days per week or 5 days of remote learning 	Removed from Risk assessment 19.4.2021
19.04.2021	12	<ul style="list-style-type: none"> For the library teachers will collect books as required and then quarantined. 	Removed from risk assessment 19.4.2021
19.04.2021	22	<ul style="list-style-type: none"> 7.1.2021 There is no extremely vulnerable staff, some pupils are shielding. 	
19.4.2021	29	<ul style="list-style-type: none"> For meetings of over 15mins staff to wear face coverings Staff to wear face coverings when attending a COVID LFT. If the test is positive staff will be notified and will leave the site and follow the normal procedures of being tested. 	It is optional for staff to wear face coverings for meetings that last over 15 minutes
19.4.2021	33	for the Autumn term & Spring term - this will be reviewed.	

19.4.2021	35	<ul style="list-style-type: none"> Alternative arrangement for all meetings with families and professionals until further notice – Admin to be informed of any other appointments to then make suitable arrangements 	Professionals and families can visit for necessary meetings when this is deemed to most appropriate solution.
19.4.2021	35		<ul style="list-style-type: none"> Governors visiting site must have a LFT before visiting site or on arrival to site and when the result proves a negative test they will then be allowed to visit all areas of the school without wearing a mask
19.4.2021	36	<ul style="list-style-type: none"> governors to wear face coverings 	
19.4.2021	36	<ul style="list-style-type: none"> 7.1.2021 reduced pupil numbers in school. 	
19.4.2021	39	<ul style="list-style-type: none"> Cancel all unnecessary visits until February half term. Governors will be able to visit site from 22.2.2021, they will need to complete the track and trace form at reception and wear a face covering whilst on site 	
19.4.2021	42		With the exception on Governors after they have tested negative LFT on the day of visit
21.4.2021	43		19.4.2021 supply cover will undertake a LFT on the first day of them working on site then they must take two LFT on each week after this and this must be registered online and be negative for the supply person to be able to work on site
22.4.2021	35		Sports coaches and The Street Factory will be have confirmed that they are completing the LFT test twice per week and have systems
11.5.2021	2	<ul style="list-style-type: none"> Parents can walk onto the school site and wait on the pavement by the top carpark from 2.20pm and wait for their child to leave the premises. 	Parents will be allowed on site at 9 am and to walk through the pedestrian gate and if required escort their child to the classroom door area. Parents can access the site via the pedestrian gate from 2.30pm and wait by the zip wire and staff will bring pupils to the parents and then leave the premises when safe to do so

11.5.2021	3	<ul style="list-style-type: none"> Do not enter the school grounds unless to attend a pre-arranged meeting 	
11.5.2021	3	<ul style="list-style-type: none"> Staff to take pupil to school gate for when child being collected by parent/carer 	Staff to take pupil to the zip wire when being collected by parent/carer
11.5.2021	27	<ul style="list-style-type: none"> 	If anyone tests positive with an LFD they must self-isolate in line with the stay-at-home guidance. If a confirmatory PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test, and the individual can return to school or college.
11.5.2021	12	<ul style="list-style-type: none"> All library books will be returned to the library service on the 5 May 2021. The library area will discontinued to be used as a designated area 	Books now removed
13.5.2021	1		Reviewed again 11.05.2021
13.5.2021	2		On arrival all visitors must report directly to the school office in the main reception area via the pedestrian path at the front of the school.
13.5.2021	2	<ul style="list-style-type: none"> From 9.05am parents/carers can walk their child on to site and wait on the pavement by the top carpark. Staff will collect pupils from parents from this area. 	<ul style="list-style-type: none"> From 9.05am parents/carers can walk their child on through the pedestrian gate Staff will collect pupils from parents from this area.
13.5.2021	29	<ul style="list-style-type: none"> Face masks only need to be worn by staff mornings and afternoons whilst assisting pupils to and from school transport. 	<ul style="list-style-type: none"> Face masks only need to be worn by staff if they need to access school transport minibus or taxi to support pupils.
16.7.21 Transition days	47	<ul style="list-style-type: none"> Pupils will be transported in by parents or T/A Pupils to enter the classes using the entrances used for classes (not via reception) eg Frans/Grace/ via outside classroom door 	<ul style="list-style-type: none">

		<ul style="list-style-type: none"> • Pupils to arrive on site 9.30am onwards, staff to meet pupils in the carpark and parents and not to come onto sc • Staff will encourage pupils to wash their hands on arrival to class • Pupils will eat lunch in classes/not lunch all • Pupils to stay in class and minimise walking around the school, but will have break times on the playground, break times will be staggered to reduce contact with other staff and pupils • All equipment and desks to be wiped with tersano spray ASAP • Pupils and not to go back to their original school/nursery setting • Contact details for all the new pupils (telephone numbers and email address) has been shared with AH,NF and JB in case this is needed for track and trace 	
6.9.21	2	<ul style="list-style-type: none"> • 1st floor BD, JL, MK – enter/exit through back fire escape staircase 	<ul style="list-style-type: none"> - 1st floor ZP, KT, MK – enter/exit through back fire escape staircase
6.9.21	21	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Additional toilet installed in the lower school corridor area
9.9.21	4	<p>this paragraph removed Pupils will be in two bubbles, lower school, one bubble (max.44). Middle and Upper School will form the second bubble (max.67). Staff movement in classes will be monitored and staff will be scheduled to work the same classes wherever possible.</p>	

		replaced with From 9.9.21 Pupils will stay in class groups inside wherever feasibly possible. Staff will remain with their frequent class group wherever possible.	
9.9.21	11	<p>This has been removed</p> <ul style="list-style-type: none"> • Counsellor available and doing sessions via Zoom for some staff as we need. <p>and replaced with 9.9.21the counselling sessions will be available face to face for staff and pupils</p>	
9.9.21	7	this has been removed use Max of 10 people in the staffroom at any one time and max occupancy numbers are displayed on office doors and staffroom	
9.9.21	6	middle school replaced by phase 3 and upper school replaced by phase 4	
9.9.21	9	<ul style="list-style-type: none"> • This paragraph has been removed • Meetings to continue virtually e.g. Zoom or in rooms of adequate size that enables social distancing e.g. Dining hall, Staff room, Sports Hall, meeting room, certain classrooms. Staff not to meet face to face and spread out as much as possible when they do. <p>and replaced with</p> <p>9.9. 2021- staff will meet in groups of any size face to face due to vast majority having been double vaccinated and testing twice weekly. they will continue to be be vigilant with hand washing and spraying down areas after use.</p>	

9.9.21	12	<p>This paragraph has been removed Books once used will be collected throughout the week and on Friday the box will be closed all books will be quarantined for 72 hours and then reintroduced. and replaced with each class has own book corner and supply of books so no cross contamination</p>	
9.9.21	22	<p>this has been removed even if not in a 'shielding' category</p>	
9.9.21	22	<p>this has been removed Lower school phased meeting will be held in the lunch hall, Middle school will be held in the sports hall and Upper School will held in the JL classroom. Whole school Friday meeting will be held in the lower school playground if it is not raining and sports hall if it is raining. and replaced with 9.9.21 phased meetings/staff meetings staff can now go ahead in mixed staff groups in the staffroom, school hall or an individual classroom.</p>	
9.9.21	25	<p>KE pod replaced by Beths pod</p>	
9.9.21	24	<p>see saw replaced by class dojo</p>	

		<p><i>(e.g. LFD testing or PCR contact testing). But if they do, and receive a positive test, this will need to be acted on (email from Plymouth LA- Ruth H and Ming- 7th Sept 2021)</i></p>	
9.9.9.21	25	<p>information from 9.9.21</p> <p>Ensure that the person isolates and arranges a PCR test and informs AH TS of the result. Household members should also isolate, unless they are fully vaccinated or under 18 and 6 months, until the results are know</p> <p>Confirmed cases in a child or staff member. Ensure that person isolates for 10 days, Household of the person isolates for 10 days unless fully vaccinated or aged under 18 and 6 months. If a positive test came from an LFT test, the person should take a confirmatory PCR test within 48 hours of the LFT.</p> <p>Refer to flow chart for additional information</p> <p><i>People who have tested positive in the last 90 days should not take part in routine asymptomatic testing (e.g. LFD testing or PCR contact testing). But if they do, and receive a positive test, this will need to be acted on (email from Plymouth LA- Ruth H and Ming- 7th Sept 2021)</i></p>	

9.9.21	27	<ul style="list-style-type: none"> • This paragraph has been replaced by • If a COVID test is required staff are to telephone 119 to ascertain where to obtain a test A limited amount of COVID tests are available in school and delivered/given to staff pupils that are unable to access the drive through testing station. 	
9.9.21	27	This paragraph has been removed If anyone tests positive with an LFD they must self-isolate in line with the stay-at-home guidance. If a confirmatory PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test, and the individual can return to school or college.	
9.9.21	35		<ul style="list-style-type: none"> • 9.9.21 Parents visits are postponed until 1st October 2021 unless deemed as vital by the school. Visitors until this time will be asked to wear a mask in communal areas.
9.9.21	37	See Saw replaced by Class Dojo	

9.9.21	46	<p>This has been removed - 7.1.2021 Staff will be given the option of testing LFD device in school – see Covid testing Risk assessment.</p> <ul style="list-style-type: none"> ● 7.1.2021 school offer of face to face education to pupils reduced to ensure reduction of household mixing and less staff and pupils accessing school site. ● With the agreement of the governing body a letter has been sent out to parents outlining the schools proposal for children to return on 11 January 2021. ● The following options have been offered to parents on 07.01.2021 <ul style="list-style-type: none"> ● Option A- my child in school two days a week (Monday and Tues or Thurs and Friday) with remote learning for the other 3 days. ● Option B- I will keep my child at home for 5 days a week and receive the full remote learning offer for 5 days. ● Option C- I am a critical worker and I need full childcare as there is no one in my household to do the childcare whilst I am at work. ● Option D- I am a critical worker but would only need certain days childcare (please let your teacher know the days) and I would like remote learning for the other days please. ● 9.2.2021 HT arranged for a video to be sent via See Saw offering either 5 days on site learning or 5 days remote learning 	<ul style="list-style-type: none"> ● Staff asked to test twice weekly at home and given a supply of testing kits to ensure this is possible. ● If a pupil tests positive for COVID remote learning will be supplied. If a pupil is entitled to a Free School Meal, a food parcel will be provided.
9.9.21 transition days for Sept new pupils	47	<ul style="list-style-type: none"> ● This section has been removed as this activity has now happened and is finished ● Pupils will be transported in by parents or T/A ● Pupils to enter the classes using the entrances used for classes (not via reception) eg Frans/Grace/ via outside classroom door ● Pupils to arrive on site 9.30am onwards, staff to meet pupils in the carpark and parents and not to come onto sc 	

		<ul style="list-style-type: none">• Staff will encourage pupils to wash their hands on arrival to class• Pupils will eat lunch in classes/not lunch all• Pupils to stay in class and minimise walking around the school, but will have break times on the playground, break times will be staggered to reduce contact with other staff and pupils• All equipment and desks to be wiped with tersano spray ASAP• Pupils and not to go back to their original school/nursery setting• Contact details for all the new pupils (telephone numbers and email address) has been shared with AH,NF and JB in case this is needed for track and trace	
9.9.21	2	<p>this paragraph has been removed</p> <ul style="list-style-type: none">• Seating facilities in the reception area have been spaced to promote social distancing of 1 metre +. area should only be used if main doors are open allowing ventilation.	

Action Plan

Hazard	Action Required	Costs / resources required	Target Date	Action by whom?	Completion Date
1	Empty ball pool	None	18/5/2020	IF / JB	18/5/2020
2	Set up 'pick up' points of PPE kits	None	Before June 1st	IF / JB	28/5/2020
3	Anti-bac dispensers and soap in every room being used for teaching/other	None	Before June 1st	IF / JB	28/5/2020

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4	Communications to families and staff on process and procedures for June 1 st on	None	On going	AT / LT / TBL / VP	On going
5	Order additional PPE including new water based cleaning system and small swing bins and liners for safe containment/disposal of hand towels. New Tersano Generator (stabilised aqueous ozone cleaning system), once installed will then enable the school to reduce harmful chemicals in use and within classrooms – water based and no harm if ingested or consumed.	£1400	Tersano installed before June 1 st , bins purchased week commencing 18/5/20	IF / JB	26/5/2020
6	Counsellor on 'stand by' as required	£35 p/hour	On going	JA	On going
7	Cleaning whole school once daily from 3.15 on by whole cleaning team, other spot cleans throughout school day. Teachers/TA's wipe down all hard surfaces in their respective teaching areas (and any play equipment used) – cleaning team then do everything else e.g. floors, door handles, light switches etc	No additional charge	On going	IF / JB	1/6/2020
8	Student drop off/collection times – top car park right hand side to be reserved for parents, school transport only to drive in front of school. Some 'traffic control may be necessary on the school drive itself. All staff to have arrived on site and be parked up by 8.55am and in school ready.	None	From June 1st	AT / LT / IF / JB	1/6/2020
9	Staff room out of bounds apart from print pick up and access to fridge.	None	From June 1st	AT	1/6/2020
10	Adequate signage and visual support around the inside and outside of the building detailing guidelines on PPE and key information	None	From June 1st	IF JB	1/6/2020
11	All staff to sign and agree the reviewed COVID risk assessment 07/01/2021	Completed			29.1.2021
12	All staff to watch relevant cleaning of work surfaces videos	Completed			29.1.2021
13	Review all safety signage around the school	Completed			29.1.2021
14	All staff involved in transport and the school kitchen to review the risk assessment and sign and agree.	completed			29.1.2021

I confirm that this risk assessment is an accurate reflection of the risks and controls in place

YES / NO

The further action required, as outlined in the Action Plan above, will be achieved by the target dates YES / NO – see below*

**Manager's comments (if further resources are required etc)*.....
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Signed by responsible manager: NAME.....Anne Hutchingson.....Signature..... Date

Review date: 1st September 2020 to be reviewed 1st October 2020 reviewed weekly from 1.10.2020
Reviewed again by Anne Huthcinson, Jackie Bruty, Vicki prout on 19th April 2021 and changes agreed.

Signed by Chair of Governors: NAME... Alan Charlick..... Signature..... Date....