

Blakehill Primary School COVID Reopening: Risk Assessment



Links to Government guidance:

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Safe working in education settings](#)
- **UPDATE 25.2.21: New national restrictions from 05.11.20** <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>
- **UPDATE 05.01.20: Children of critical workers and vulnerable children who can access schools or educational settings guidance** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

-
- For **single COVID cases in a school** a national Department for Education (DfE) support line has been set up to manage single positive cases in schools [0800 046 8687, Mon-Fri 8-6pm, Sat-Sun 10-6pm]. You will be put through to advisors to identify close contacts and further action, and will be escalated to Public Health England (PHE) Health Protection Team (HPT) for more complex outbreaks.
 - If you have **two or more COVID cases in a school**, please continue to report this directly to the PHE HPT [0113 386 0300] in or out of hours.
 - As before, please also phone the information into the local authority (LA) (single and multiple cases) on **01274 431000 from 18th September 2020, option 1** [hours 8am-6pm Mon-Fri, 8am-2pm Saturday, 10am-2pm Sunday].
 - Follow the 3 cards instruction from the LA.
 - Blakehill's strategic lead:
 - **UPDATE FROM MAY 2021:** Report all new cases of COVID via Bradford Schools online: https://onlineforms.bradford.gov.uk/ufs/covidschools.eb?ebd=0&ebp=10&ebz=2_1626162414862

Alice Ngondi 07814 791429 Alice.Ngondi@bradford.gov.uk

PAGE 2 of this document is school's most recent risk assessment in light of changes implemented 19.7.21. In the event of an outbreak. School will reintroduce its original risk assessment from Sept 2020 (pages 4+)

UPDATE FROM JULY 2021: In light of the relaxation of COVID restrictions from Monday 19th July 2021, the following procedures are now in place:

From Monday 19th July 2021, schools will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace. From Monday 16th August 2021, children under 18 years of age are no longer required to self-isolate if contacted by Test and Trace as a close contact of a confirmed case. If contacted,

they will be advised to take a PCR test. Similarly, fully vaccinated staff will not be required to self-isolate and should take a PCR test. Staff will re-start twice weekly home testing prior to return and during the Autumn term.

As we move into the Autumn term, we will continue: good hygiene for everyone; appropriate cleaning regimes; appropriate ventilation; and following the advice of Public Health England.

Rsk Assessment from 20th July 2021

Revised 20.07.21

Date of next review: 20.08. 21

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>UPDATED: 20.07.21: from Monday 19th July 2021, the following procedures are now in place: From Monday 19th July 2021, schools will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.</p> <p>From Monday 16th August 2021, children under 18 years of age are no longer required to self-isolate if contacted by Test and Trace as a close contact of a confirmed case. If contacted, they will be advised to take a PCR test. Similarly, fully vaccinated staff will not be required to self-isolate and should take a PCR test.</p> <p>If a student has a positive result from a lateral flow device (LFD) test after 19 July, they and other members of the household should self-isolate. They, or their parent, should notify the setting that they will not be attending setting on the basis of the LFD test result. The student should order an immediate confirmatory PCR test. If the confirmatory test is taken within two days and the result is negative, they and other members of their household can stop self-isolating (unless they have developed symptoms or been instructed to self-isolate by Test and Trace for other reasons). The student should inform the setting and return to face to face learning. If the confirmatory PCR test is positive (or is taken more than two days after the LFD), they and other members of their household must self-isolate until 10 days after the date of the LFD test (or the date their symptoms began, if they were symptomatic). They should inform the setting that they have had a positive PCR test result and will not be attending the setting for the period of their isolation. They should learn remotely during this period if they</p>	LFT coordinator All staff HT		July 2021	<p>School will continue with measures until 23.7.21</p> <p>See LFT risk assessment on school website</p>

		<p>are well enough to do so.</p> <p>Children, pupils, students and staff members who record a positive LFD or PCR test should let their setting know. Staff, pupils or students (or the parent) are required to report the test result via the NHS Online reporting system for both negative, void and positive test results. They should also report positive, negative and void results to the setting</p>				
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>UPDATED 20.07.21: From the Autumn term, classes / year groups will no longer be assigned to bubbles with staff able to mix between them.</p>			September 2021	
Spreading infection due to excessive contact and mixing between pupils and staff around and in the playgrounds		<p>UPDATED 20.07.21: From the Autumn term, classes / year groups will no longer be assigned to bubbles with staff able to mix between them. Staffroom is now open to all staff and visitors. Face coverings are no longer mandatory. Lunchtimes will remain staggered to ensure sufficient space in the dining hall; however, two year groups will use the hall at any one time.</p>			September 2021	

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> Staff Pupils Contractors Visitors 	<p>School will continue to follow national and local guidance at all times.</p> <p>LFT continues 2x weekly May 2021</p> <p>All staff on site have at least 1 dose of vaccination May 2021</p> <p>UPDATED 23.11.20: Refer to LA 3 card procedure in HT file / office and also on Bradford Schools Online (BSO).</p> <p>Persons will not be required to come into school if they need to self-isolate under: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>if they or someone they have been in contact with are displaying symptoms. See symptom checker. Reminders are provided at regular intervals via visual posters and information in shared areas and on the school website, virtual staff briefings and meetings. Risk assessment shared and updated regularly.</p> <p>Anyone self-isolating with symptoms will be required to access testing and engage with the NHS Test and Trace process under: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>They must not enter the school site until they have received a negative result and they feel well.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The school's intervention room will be used for this.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> If a distance of 2m cannot be maintained, supervising staff 	<p>HT/ AHT- designated responsibility</p> <p>Headteacher or AHT in the absence of the HT</p> <p>All staff have the responsibility for ensuring that they understand the risk posed by being on site if they or someone they have been in contact with have symptoms of coronavirus. It is the responsibility of all staff to comply with the control measures implemented to minimise risk of infection spread</p> <p>HT or AHT in the absence of HT</p>	<p>Green</p>	<p>November 2020</p> <p>July 2021</p> <p>January 2021</p> <p>September 2020</p> <p>September 2020</p>	<p>All documentation on school website/ HT file / office. See also attached staff and poster guide.</p> <p>See LFT risk assessment on school website</p> <p>Symptom checker – parent and staff – staffrooms and shared areas</p> <p>Risk assessment review w/c 9.10.20, Risk assessment review w/c 14.12.20</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>will wear a mandatory face covering</p> <ul style="list-style-type: none"> If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron (full Personal Protective Equipment (PPE)) If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear an eye protection/visor Supervising staff wash their hands thoroughly for 20 seconds after the pupil has been picked up. Use sanitiser products. <p>Home testing kits available in school: These will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> The driver and passenger will maintain a distance of 2m from each other or The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>If school becomes aware that a symptomatic child or a family member intends to attend or access the school site, school has the right to and will refuse access to the premises in an attempt to protect other pupils, their families and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p>	<p>Must be approved by HT / AHT after consultation with PHE</p> <p>Headteacher or AHT in the absence of the HT</p> <p>Site Management team</p> <p>HT, SBM or AHT. This may be delegated to other staff (SMT) in the event of absences by SLT</p>		<p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p>	<p>Home testing kits are stored in the small kitchen in the main reception area. It is the responsibility of the office manager to ensure that school continues to have enough supplies of these.</p> <p>Latest order 19.10.20</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 (Monday to Friday 8am-6pm. Saturday and Sunday 10am-6pm) and select option 1 for advice. The advice service (or local health protection team if the call is escalated to them), will carry out a rapid risk assessment to confirm who has been in close contact with the person when infectious. The school will ask (using a template letter from the local HPT) these people to self-isolate for 10 days (UPDATE 14.12.20) from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> The pupils and staff in each group Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: Being coughed on, A face-to-face conversation, or Unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local HPT to decide if additional action is needed. Any advice given by the team is followed.</p> <p>UPDATE 16.11.20: Follow 3 card procedure issued by LA</p> <ul style="list-style-type: none"> For single COVID cases in a school a national DfE support line has been set up to manage single positive cases in schools 0800 046 8687 (Monday to Friday 8am-6pm. 	<p>HT/ SBM/ AHT or delegated to another member of the SMT in the absence of SLT</p> <p>Admin staff to keep overview and update this when necessary</p> <p>HT/ SBM/ AHT or delegated to another member of the SMT in the absence of SLT</p> <p>HT</p>		<p>September 2020</p> <p>December 2020</p> <p>November 2020</p>	<p>Information stored in HT office - yellow folder. Share with SLT/ SMT</p> <p>Letter templates in LK folder – Coronavirus</p> <p>See information folder – HT office – to share with SLT/ SMT. Central record kept - office manager</p> <p>Contact details of local HPT</p> <p>LA 01274 431000</p> <p>Details in yellow folder - HT office and on school website</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Saturday and Sunday 10am-6pm).</p> <ul style="list-style-type: none"> If you have <u>two or more COVID cases in a school or setting</u>, please continue to report this to the PHE HPT 0113 386 0300 As before please also phone the information into the Council (single and multiple cases) on 01274 431000 from 18th September, option 1] <p>School keeps a record of all school cases and informs all relevant agencies, staff, pupils and children. This is reported to the LA.</p>			September 2020	
Contact with coronavirus when getting to and from school		<p>Everyone is encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Bike storage is available on the school grounds for this purpose</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>For families needing to use public transport:</p> <ul style="list-style-type: none"> Follow hygiene rules Try to keep their distance from passengers where possible Do not work if they or a member of their household are displaying coronavirus symptoms <p>Parents/carers who need to drop off and pick up pupils are informed through messages, letters and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different locations and different times (see parent and staff guide). The protocols for minimising adult to adult contact e.g. <ul style="list-style-type: none"> a) using different entrances and exits, b) staggered start and end times to the day for children in 	<p>Parents/ carers</p> <p>HT/ SLT</p> <p>All staff members will be responsible for reminding the parents/ carers of pupils in their class of the drop off/ collection times</p> <p>The site manager is responsible for</p>		September 2020	<p>Bike storage available</p> <p>Parent and staff guide September 2020</p> <p>Reception classes staggered start and finish times – October 2020</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>different year groups,</p> <p>c) areas on KS2 playground,</p> <p>d) visual signage about social distancing,</p> <p>e) members of staff on all entrances/ exits and entrance doors to prompt swift entry/exit and social distancing.</p> <p>f) only one parent/carer should attend school site</p> <p>g) no gathering at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p> <p>All adults are expected to wear a mandatory face covering whilst dropping off / collecting children unless exempt.</p> <p>Staff managing entrance / exit doors and main gated areas to the premises to wear mandatory face coverings.</p> <p>Everyone is also asked to wear a mandatory face covering whenever they are moving around indoors in places where social distancing is difficult to maintain e.g. corridors/ staff rooms. Face coverings are mandatory. A supply of spare face coverings are available for anyone who arrives without one or has a covering that is unsafe to wear.</p> <p>UPDATE 05.01.21: face coverings instead of visors to be worn.</p> <p><u>Staff and visitors</u> will wear face coverings in areas of the school where social distancing is not possible, such as in staffrooms. They are asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. (Learn to Rock), (Rock Steady), (Sharron Carr), (Ed Psych) etc.</p> <p>Visual signage is display prominently at the school entrance to prompt the use of face coverings.</p>	<p>ensuring that the visual signage is evident and replaced</p> <p>Parents</p> <p>HT/ SLT</p> <p>All staff</p> <p>Site Manager</p> <p>Admin team should ensure visitors understand this</p> <p>Staff/ visitors</p> <p>All staff have the responsibility to remind and ensure staff comply with these measures</p>		<p>distancing</p> <p>Amendment to control measures implemented Sept 2020</p> <p>Review by SLT/SMT wk comm 19.10.20</p> <p>January 2021 October 2020</p> <p>January 2021</p> <p>October 2020</p>	<p>Implemented w/c12.10.20</p> <p>Review</p> <p>Site Manager to ensure there is adequate supplies of PPE</p> <p>Review</p>
Spreading infection due to touch,		Systems of control measures implemented in line with <u>national guidance</u> .	Site manager is responsible for ensuring that these		September 2020	On KS2 corridor: 180 pupils share the Year 3/4/ facilities (2

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
sneezes and coughs – hygiene measures		<p>Handwashing facilities are provided in classrooms and in the bathroom areas.</p> <ul style="list-style-type: none"> Pupils reminded about hygiene measures Hand sanitisers outside classrooms and bathrooms Disposable paper towels to be used and discarded (no hand dryers) Anti-bacterial soap used and regularly replaced in bathrooms Limited numbers of children/ adults allowed in toilet areas (one child per toilet) 2 pupils from the same class bubble allowed in the bathroom at the same time UPDATE 12.11.20: Waste disposal and bins in all classrooms, toilet areas <p>Everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing Be encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils are encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help is available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes are used as an alternative. Young children / pupils with SEND are supervised during hand washing.</p> <p>Measures implemented to protect staff that work with and support pupils with additional / complex needs (HUB) (EYFS) who may not be able to maintain good respiratory hygiene will:</p>	<p>measures are in place, monitored and replenished</p> <p>All school staff should ensure that they and their pupils know, understand and comply with these measures of infection control</p> <p>SEND Team</p>		<p>September 2020</p> <p>September 2020. Reviewed Oct 2020 post H and safety walk</p> <p>September 2020</p>	<p>bathrooms each containing 3 toilets) including year 2-4</p> <p>120 pupils share the Year 5/6 facilities (2 bathrooms each containing 3 toilets)</p> <p>Visual prompts evident around school Regular reminders from school staff to pupils</p> <p>Classrooms and learning areas within school have tissues and antibacterial wipes</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> Wear PPE when working closely (within 2m) with a child Provide visual prompts Establish strict routines Report incidents to SMT/ SLT <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>UPDATE 12.11.20: Lidded bins for tissues, preferably operated by a foot pedal, are used for disposal and emptied throughout the day.</p>	Site manager			Review provision w/c 19.10.20
Spreading infection through contact with coronavirus on surfaces		<p>Cleaner on site at all times daily - schedule of cleaning in place</p> <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids <p>Cleaning products are available for staff and pupils to use to clean surfaces that come into contact with such as:</p> <ul style="list-style-type: none"> Classroom-based resources Computer equipment (including keyboards and mouse) Sports equipment Telephones Outdoor play equipment 	<p>Site Manager and cleaners</p> <p>All staff have the responsibility to ensure that stringent hygiene measures are understood and implemented</p>		<p>September 2020</p> <p>September 2020</p>	On site cleaner available from 7am – 6pm

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> • Photocopiers <p>Soft furnishings should be removed wherever possible and Items that need laundering (e.g. towels, flannels, etc.) will be washed regularly These items are not shared between children between washes.</p> <p>Pupils and parents/carers are asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. See Site Manager cleaning regime</p> <p>Any resources shared between groups, such as sports, art and science equipment, are either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 (reading books) hours (72 hours for plastics) between use by different groups <p>The same rules are followed for books and other shared resources that pupils or staff take home.</p> <p>Unnecessary sharing is avoided, especially where it does not contribute to pupil education and development.</p> <p>Children will be required to wear their PE kits on their PE days to minimise the risk of infection from additional items from home</p> <p>Home reading books will be changed on a rota system and returned by Friday of that week to be quarantined over the weekend and ready for reuse the following week. Reading books - turnaround 1x weekly with a 72-hour quarantine</p> <p>Individual and very frequently used equipment, like pens and pencils, are not shared wherever possible. Pupils in KS2 should have access to their own resources</p> <p>Sports equipment is thoroughly cleaned between each use.</p>	<p>Site manager</p> <p>Parents</p> <p>Site manager</p> <p>All staff have the responsibility to ensure that stringent hygiene measures are understood and implemented Parents/ Staff</p> <p>All staff have the responsibility to ensure that stringent hygiene measures are understood and implemented</p> <p>Sports Coach Site Manager</p> <p>Site Manager</p>		<p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p>	<p>Parent and Staff Guides Sept 2020</p> <p>See parent and staff guides re book bags/ PE kits</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Shared rooms, such as halls and dining areas, are cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	<p>Site Manager</p> <p>All teaching staff</p>			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>Pupils are in class bubbles wherever possible.</p> <p>Year group bubbles will be implemented for break/ lunches, staggered start and end times to the school day, use of cloakrooms and year group assemblies / workshops</p> <p>Year Reception / Year 1 and 2 to use the hall for lunch on a rota basis. KS2 to eat lunches in classrooms to minimise movement and allow for adequate cleaning of tables/ utensils.</p> <p>Pupils on school dinners will have a meal in a bag delivered daily to their classrooms. All other pupils should bring a lunch from home. Children are reminded not to touch the property / lunch of other pupils.</p> <p>Children in the EYFS are in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p>Where pupils are old enough and capable enough, they are taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils are seated side-by-side and facing forwards wherever feasible, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We follow the government's guidance for lessons involving drama,</p>	<p>All teaching Staff</p> <p>EYFS Staff Phase Leaders All teaching staff</p>		<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>	<p>Guitar and ukulele practitioner on site Wed / Thurs pm. 15</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>singing, chanting, shouting or playing instruments (particularly wind or brass instruments).</p> <p>Where music lessons are taking place, larger, well-ventilated rooms are used and the number of people are limited to 15 per classroom if the hall / outside is unavailable to allow for social distancing.</p> <p>During music lessons and performances, pupils are positioned either back-to-back or side-to-side at an appropriate distance.</p> <p>There will be no whole school / phase performances that require bubble mixing</p> <p>Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person</p> <p>Outdoor sports are prioritised where possible, where it is not, we use large indoor spaces with clear route of ventilation. Distance between pupils is maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact is avoided, and time spent within 1 metre is minimised (less than 1 minute). This level of mixing will be reduced wherever possible.</p> <p>Any pupils with complex needs or who needs close contact care have the same support as normal as distancing isn't possible here. Staff are rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers will not be used wherever possible.</p> <p>If supply teachers are on site, these and peripatetic teachers and other temporary staff are required to minimise contact and maintain as much distance as possible from other staff (2m rule). The number of temporary staff entering the school premises is kept to a minimum and avoided wherever possible.</p> <p>Specialists, therapists, clinicians and other support staff for pupils</p>	<p>Music Tutors</p> <p>Phase Leaders will monitor this and make necessary adjustments</p> <p>Phase leaders/all teaching staff</p> <p>Phase leader/ Class teacher</p> <p>PE Leader/ PE Coach, class teachers</p> <p>All staff have the responsibility to ensure that stringent social distancing measures and understood and implemented</p> <p>All staff have the responsibility to ensure that stringent hygiene measures are understood and implemented</p>		<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>	<p>pupils per class - socially distanced with teacher wearing face covering.</p> <p>UPDATE 05.01.21: revised timetable for staff moving between bubbles.</p> <p>SEND Team will refer to guidance for SEND pupils</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>with SEND should provide interventions as usual. These staff are advised to be rigorous about hand washing and respiratory hygiene. Mandatory face coverings should be used when moving through school where social distancing is difficult to maintain, such as in staffrooms and corridors. If staff wish, these can be worn in classrooms.</p> <p>If the school becomes part of a local lockdown and the school is advised to close, we will move to remote learning for all pupils. Additional measures / adjustments may need to be made for vulnerable pupils / pupils with SEND and children of critical key workers.</p>	<p>All staff</p> <p>HT/ All staff</p>		<p>Remote leaning policy in place September 2020</p>	<p>Our school's remote learning policy is reviewed half termly and evolves as a result of stakeholder feedback.</p>
Spreading infection due to excessive contact and mixing between pupils and staff around and in the playgrounds		<p>Pupils should be in the same groups at all times every day, and be kept separate from other groups wherever possible.</p> <p>Staff and visitors will wear mandatory face coverings in areas of the school where social distancing is difficult to maintain, such as in staffrooms and corridors. They are required to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one.</p> <p>UPDATE 05.01.20: Staffroom to remain closed other than for basic refreshments. One only year group permitted to use the staffroom for planning purposes.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe whilst pupils are on site.</p> <p>All staff and pupils access a one-way system with the school building. All staff and pupils to walk on the left hand side in corridors within school. Floor markings and signage to support this are visible in the school grounds. School adults monitor and remind pupils and their parents of this. Pupils at Blakehill are familiar with this in corridors.</p>	<p>All staff have the responsibility to ensure that stringent hygiene measures are understood and implemented</p> <p>HT</p> <p>HT/ SLT/ SMT</p> <p>All staff have the</p>		<p>September 2020</p> <p>September 2020</p> <p>September 2020 – reviewed where</p>	<p>We currently do not have any children accessing additional off-site provision</p> <p>See parent and staff guide for timetables</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Children accessing Night Owls wraparound care will be collected from their classrooms from 3pm daily and escorted directly to school site provision</p> <p>Children accessing Extra Club wraparound childcare will meet in the hall after school and will be collected and escorted by the relevant adult. All adults should wear appropriate mandatory face coverings and restrict contact between bubbles.</p> <p>UPDATE 05.11.20: School staff providing school's wraparound childcare will follow the New National restrictions published on 5.11.20 for out of school and wraparound childcare guidance.</p> <p>Pupil groups have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to minimise the number of pupils being in one place at the same time. (see staff and parent guides)</p> <p>Movement around the school site is kept to a minimum to avoid creating busy corridors. Where there is movement, everyone walks on the left hand side in single file.</p> <p>Pupils will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, are cleaned between each use wherever possible.</p> <p>Toilet use is managed to avoid crowding. Staggered break and lunches, a 'toilet in use' sign is used to indicate bathroom is in use. Children should be encouraged not to queue up outside the toilet but wait in their classroom until the bathroom is free.</p> <p>UPDATE 05.01.20: Staffroom to remain closed other than for basic refreshments. One only year group permitted to use the staffroom for planning purposes.</p> <p>Staffroom reopened to staggered staff access May 2021 Area also increased by removal of partition wall. Windows left open at all times during the school day for ventilation Staggered break and</p>	<p>responsibility to ensure that stringent hygiene measures and understood and implemented</p> <p>All staff have the responsibility to ensure that stringent hygiene measures and understood and implemented</p> <p>Admin Staff/ SBM</p> <p>HT / Before and after school provision staff</p> <p>All staff have the responsibility to ensure that stringent social distancing measures and understood and implemented</p>		<p>necessary</p> <p>September 2020</p> <p>September 2020 – reviewed termly</p> <p>October 2020</p> <p>October 2020</p> <p>Nov 2020</p>	<p>Visitor's form available - consent</p> <p>See additional risk assessments</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Individuals vulnerable to serious infection coming into school		<p>UPDATE 05.01.21: No mixing of adults from other bubbles in corridors or communal areas.</p> <p>The school will continue to follow any shielding guidance in place to decide who should and who should not come into school.</p> <p>UPDATE: Staff that are CEV will continue to shield until at least 31.3.21 and thereafter if recommended (2 members of staff)</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable and coming into school are placed in the safest possible on-site roles where it is possible to maintain social distancing.</p> <p>UPDATE: 25.2.21: Pregnant member of staff will be 28 weeks from 8th March and will work remotely to provide learning activities for a small group of pupils in Year 2</p> <p>May 2021. Pregnant member of staff no longer in school</p> <p>UPDATE 05.01.21 Staff who are clinically extremely vulnerable and have received a letter from their GP to indicate this work from home and will not attend work.</p> <p>School will continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</p> <p>UPDATE 11.06.20: Staff notified that it is their responsibility to ensure employer is aware of higher risk vulnerability.</p> <p>Adaptions made to the timetables of the 2 HLTAs to ensure there is limited movement/ contact with different bubbles.</p> <p>Supporting evidence required for those who have concerns about returning to work e.g. clinical medical notes, letter of high risk.</p> <p>Control measures implemented in school to reduce the potential risk of infection spread included but are not limited to: social distancing, hygiene, PPE, bubble group organisation and ventilation measures.</p>	<p>HT/ SBM</p> <p>All staff have the responsibility to ensure that measures are understood and implemented and that members of SLT are notified of any member of staff that identify as vulnerable</p> <p>Class teacher</p> <p>HT</p>		<p>September 2020</p> <p>March 2021</p> <p>March 8th 2021</p> <p>Nov 2020</p> <p>Revised Oct 2020</p>	<p>Adjustments made to the timetables of 2x HLTAs to minimise contact with different bubbles.</p> <p>Two member of staff identified as clinically extremely vulnerable 5.11.20. These will work from home from 5.11.20 - 31.3.21</p> <p>UPDATE 05.01:20: One pregnant member of staff to work with limited size group, minimizing contact where possible.</p> <p>Individual RA for MCV staff members</p>
Support	Staff, pupils,	Staff:	SLT		September 2020	Actions from staff

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
provided to staff, pupils and parents in relation to well-being	parents	<p>Lines of communication open and fluid - social media support group set up.</p> <p>Contingency plan for cover in the event of staff being required to self-isolate. Cover supervisor within bubble/ SLT where necessary.</p> <p>Provision for PPA to be taken at home implemented.</p> <p>Provision for staff meetings using video conferencing software.</p> <p>UPDATE 19.10.20: all meetings held online.</p> <p>UPDATE May 2021: some meetings now held in the hall where social distancing measures can be maintained. Doors and windows open to allow for ventilation</p> <p>Subject leadership time to be taken at home.</p> <p>Established staff wellbeing mentors on site/ known to staff.</p> <p>Wellbeing days for all staff timetabled 1x per term HT and AHT to cover.</p> <p>Rota for lunch and breaks to ensure staff continue to have their allocated lunch break.</p> <p>Staff wellbeing survey completed. Actions identified and addressed.</p> <p>Risk assessment includes Equality Impact Assessment - consideration of staff at higher risk. Staff informed and guidance shared. Staff to inform LK of needs to be assessed.</p> <p>Adaptations made to timetable of HLTAs to ensure teaching across only limited bubbles. Revised 2020. HLTAs now working full timetable across bubbles with addition of safety measures implemented. Both staff fully vaccinated. May 2021</p> <p>Feedback procedures clarified - live feedback ideas provided at training day.</p> <p>Floor markings, visual prompts, members of SLT at the gated entrances to support social distancing measures.</p> <p>PPE available for staff who want / need it.</p> <p>Revised risk assessment 19.10.20.</p> <p>Pupils:</p>	<p>All staff</p> <p>All staff</p> <p>May 2021</p> <p>All teaching staff</p>		<p>Revised 19.10.20</p> <p>Revised May 2020</p> <p>Autumn term 2020</p>	<p>survey discussed and addressed wk. comm 12.10.20</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Whole school wellbeing project 3.9.20 - 11.9.20. implemented.</p> <p>Virtual assemblies continued to maintain continuity, expectations.</p> <p>Whole school wellbeing project communicated to parents 4.9.20.</p> <p>HT and AHT and additional staff present at the beginning/ end of school day and visible in playgrounds at breaks and lunchtimes.</p> <p>Communication policy to be updated.</p> <p>TAC, CIN, CP, Pupil Review meetings continuing via Zoom/ conference calls. On site meetings must comply with school's control measures and visitors' policy.</p> <p>Increased learning mentor and pastoral support timetable - vulnerable/ key pupil indicators.</p> <p>pupil survey completed Autumn 1. Actions identified and addressed.</p> <p>Mindfulness Art project - Autumn Term - whole school.</p> <p>Use of suggestion/ worry boxes in classrooms.</p> <p>Pupil conferences completed by HT Autumn Term.</p> <p>External agency support brokered (SEMH/ EP) - see timetable.</p> <p>UPDATE 05.01.21: All pupils identified as vulnerable to be contacted and expected to attend school during lockdown. These include:</p> <p>1 LAC and 7 Post LCA pupils</p> <p>12 pupils with and EHCP</p> <p>3 Children with CIN/ CP or EH plan</p> <p>Parents:</p> <p>Communication with parents - newsletters, Marvellous Me, ESchools.</p> <p>SLT in the playgrounds/ entrances and exits every day to meet and greet pupils and parents.</p> <p>Response to emails.</p> <p>Clear guidance provided via parent guide to full reopening.</p> <p>Website correspondence. – Facebook page</p> <p>Social media correspondence.</p>	<p>LK/ DSL</p> <p>SLT</p> <p>All staff</p>		<p>January 2021</p> <p>Autumn 1 2020</p>	<p>ALL post LAC pupils in school</p> <p>LAC access learning from home despite conversations with grandparents 2x weekly welfare calls to be completed. LAC DL to monitor</p> <p>10/12 pupils with EHCP in school</p> <p>All pupils with CIN/CO/EH in school</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Pupils unable to access learning as a result of partial / whole school or local lockdown	Pupils Parents	<p>School implemented its remote learning programme 15.9.20 with all teaching staff receiving training on Google Classroom. Please see the school's Remote Learning Policy on our website.</p> <p>UPDATE 05.01.21: Staff training completed to set out school expectations in the event of full lockdown, including loom video instruction 04.01.21 training day</p> <p>UPDATE 03.11.20: TA training on Google Classrooms completed</p> <p>Remote learning plan implemented to include: Maths Hub for Maths teaching and learning, CGP - Reading Comprehension for Yr1-6, Writing sequenced lessons, Science BUG, Oak Academy online lessons.</p> <p>Remote learning plan in place, policy and procedures.</p> <p>Digital technologies purchased to support pupils in the event of self-isolation periods/ lockdown.</p> <p>Pupils that access HUB receive tailored home learning pack.</p> <p>UPDATE: 04.01.21: All children to access remote learning resources. Critical worker and vulnerable children to remain in school and be instructed by class teacher and teaching assistant from that year group on a one week on, one week off rota system. Definition and children identified below.</p> <p>UPDATE 05.01.21: Minimum of 1x welfare checks completed weekly for all children not in school. Additional calls made to vulnerable students</p>	<p>AHT - AS</p> <p>All teaching staff</p> <p>Class teachers/ learning mentor</p>		<p>September 2020</p> <p>January 2021</p> <p>January 2021</p>	<p>06.01.21: To date, five classes have accessed school's remote learning programme with success as a result of a positive case.</p> <p>06.01.21: All classes using Google Classroom as a result of national restrictions.</p> <p>SLT to review remote learning policy 5.11.20 to account for Google Meet Considerations</p> <p>14 chrome books purchased / 4 allocated by DfE</p>
Safeguarding risks posed by children not being in school due to COVID 19		<p>Usual stringent safeguarding measures in place.</p> <p>DSL/LM completes welfare checks weekly with vulnerable families/ families required to self-isolate or who are shielding.</p> <p>Staff maintain contact with vulnerable families 2x weekly by telephone.</p> <p>Staff maintain contact with their pupils weekly via telephone call home/ welfare call.</p> <p>DSL maintains email and telephone contact with named social/key</p>	<p>DSLs</p> <p>LM</p> <p>All staff have a responsibility to inform DSL of any safeguarding concerns relating to children not being in</p>		September 2020	<p>Staff shielding / self-isolating are required to complete relevant CP modules online. Register kept centrally with SCR.</p>

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>workers.</p> <p>Remote learning policy and procedures in place 15.9.20 - identified pupils and actions for maintaining contact.</p> <p>Attendance procedures implemented and reviewed by HT.</p> <p>Conferences continue to be held remotely where possible e.g. PEP reviews.</p> <p>Schedule of child protection training in place. All staff required to complete online CP part 1 and 2, PREVENT. KCSIE and GDPR training</p> <p>Thematic training completed by staff as part of school's home working plan for staff that are required to work from home</p> <p>UPDATE 28.11.20: Lunchtime supervisors to attend annual CP training delivered by SLT.</p>	<p>school</p> <p>HT</p>			
Reduced staff numbers lead to a partial / whole school closures	Pupils, staff, parents	<p>UPDATE: 05.01.21 - 8.3.21</p> <p>Revised 25.1.21 and in the event of future full lockdown</p> <p>Full lockdown measures introduced. Reduced numbers of staff working on site to accommodate 150 pupils at any one time. Rota system in place to ensure 1 teacher and Ta per year group provide remote learning provision and the other teacher and TA provide classroom based learning for those pupils on site. (2-week rota)</p> <p>Class sizes to be no more than 30 on any one day which will allow school implement all of its control measures and deliver high quality learning both on site and remotely.</p> <p>SEN staff on staff to support SEND pupils in class – 10.12 pupils with EHCP in school</p> <p>SITE manager and cleaning team, admin team and lunchtime supervisors on site daily</p> <p>No mixing between adult bubbles</p> <p>No unnecessary contact in corridors</p> <p>All external visitors not allowed on site when children are in school. If this is unavoidable all control measures will be put in place to minimise risk.</p> <p>NO PPA staff on site (school closed on Friday at 1pm to allow for PPA</p>	<p>LK</p> <p>SLT</p> <p>Phase Leaders</p> <p>All teaching staff</p> <p>All on site staff</p>		January 2021	

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>for all teaching staff)</p> <p>Google meet conferences implemented to keep everyone briefed and allow clear lines of communication</p> <p>Staff meetings and TA meetings to continue virtually weekly</p> <p>Weekly Friday briefing to continue</p> <p>Staff to inform LK of possible / actual absence by 6pm the day before.</p> <p>LK / SLT to keep staff informed of any changes via daily briefings, emails, etc. to allow time to implement preparations.</p> <p>Staff to use COVID symptom checker to determine actions and to notify LK of test results ASAP.</p> <p><u>In the event of teacher absence:</u></p> <p>Availability of non-class based SLT to provide cover.</p> <p>Availability of non-class based LM to provide cover.</p> <p>TA cover supervisor to cover (up to 3 days) year group bubble. TA to support.</p> <p>Phase leader to organise break time cover.</p> <p>Year group can be grouped together if limited staff available - use hall for film afternoon, field, daily mile, games.</p> <p><u>In the event of TA absence:</u></p> <p>Teacher to continue without TA.</p> <p>Break duty to be reorganised by phase leader.</p> <p><u>In the event Lunchtime Supervisor absence:</u></p> <p>Inform LK ASAP.</p> <p>TAs within year group bubble to stagger own lunchtimes to provide sustained cover over the lunchtime period for their year group.</p> <p>LK, HH, AB to support wherever required.</p>	<p>All staff have the responsibility of informing SLT/ office of COVID related absence.</p> <p>All teaching staff. Phase leaders to organise.</p> <p>All teaching staff Phase Leaders</p> <p>Senior lunchtime supervisor SLT</p> <p>SENCO</p>		September 2020	

RISK	WHO MIGHT BE AT RISK	CONTROL MEASURES IMPLEMENTED	WHO WILL BE RESPONSIBLE	RAG RATING	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		.	All staff			

Appendix 1: Critical workers / Vulnerable children definition

A child is classed as 'vulnerable' if they match one of the descriptions below:

- My child has a child in need plan / a child protection plan / are a looked-after child
- My child has an education, health and care (EHC) plan
- My child is 'on the edge' of receiving support from children's social care services or in the process of being referred to children's services
- My child is adopted / is a child on a special guardianship order
- My child is living in temporary accommodation
- My child is a young carer
- My child has difficulty engaging with remote education at home (e.g. due to a lack of devices or a quiet space to study)
- My child needs to attend to receive support or manage risks to their mental health

Government identification of critical workers is as follows:

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport
- Utilities, communication and financial services

Appendix 2: Children of note

- Looked after children (LAC) / post-looked after children (PLAC): 1 LAC – 7 POST LAC pupils ALL LAC on Site
- Social worker involvement: 5 pupils ALL on Site
- Education Health Care Plan (EHCP): 12 pupils (10 on site)
- My Support Plan (MSP): 34 pupils
- Free School Meals (FSM): 47 pupils
- Persistent absenteeism (beginning of Spring term): 46 pupils

Appendix 3: Removed information

- *Reporting over the Christmas break*

The Council contact centre is open after school terms ends, up until and including the 23rd December (01274 431000, option 1). Please report COVID cases and contacts as before up until this date. As before please also indicate whether you would like a return call from the Council's Public Health support service (who are covering this period).

The council contact centre will be closed 24-28th Dec, the 1st Jan (and possibly 2nd/3rd Jan – yet to be confirmed). During these closure dates, if you need public health advice please phone PHE (0113 3860300) or DfE (0800 046 8687).

- From 19.12.20 until 24.12.20 the Headteacher will be contactable on the school mobile phone for contact tracing.
Letter sent home to parents and details on website.

Links to other Policies/Risk Assessments

- Health and Safety Policy
- Child Protection Policy
- Remote Learning Policy plus parent guide
- Fire Policy (to be reviewed march 2021)
- First Aid Policy
- Guidance on Infection Control
- Safeguarding Policy

- Lateral Flow Test Risk Assessment
- Visitors and Contractors

Revised 20.7.21