

RISK ASSESSMENT

Location: Abram Bryn Gates Primary School

Assessor: LA/ Gillian Talbot

Signed: *Gillian Talbot*

Date of Assessment: March 2021

Review Date: OPEN

Activity: COVID-19: Primary School

Issue	Hazard	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Additional information
<p>The generic assessment in compliance with the Governments guidance (COVID-19 Guidance for Full Opening of School) covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school. During the partial closure from January to March 8th 2021 the school was fully in use, with no areas being shut off or closed down. Primary schools now have twice weekly LFD testing of staff in place. Primary children are not tested under this guidance.</p> <p>Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK (www.gov.uk)</p> <p>DfE document sharing platform https://drive.google.com/drive/folders/1jYv0MjFyI1bZgPn_1S10OuRgfrj_b5_P</p> <p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school.</p>					
<p>Building Safety Legionella Management Compliance with HSG 274</p>	<p>Risk of exposure to legionella</p>	<p>All Building Users</p>	<p>L</p>	<p>Domestic hot and cold water services The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water) Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the Approved Code of Practice and HSG 274.</p> <ul style="list-style-type: none"> • If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc. • If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system 	<p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p>

				<ul style="list-style-type: none"> Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services. School has been open throughout so flushing and temperature checks have taken place as planned. Flushing takes place weekly as required and prior to return following a holiday. 	
Asbestos Management Compliance with Asbestos Reg 12 & HSG 264	Exposure to asbestos	All Building Users	L	<p>Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice. St Mary's CE Primary school is new build and as such does not contain any asbestos</p>	Any concerns discuss with your Asbestos consultant.
<p>Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment</p> <p>Compliance with PSSR 00 LOLAR 98</p>	Broken equipment	All Building Users	L	<p>Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</p> <p>All tests remain in place though there are no pressure systems, lifts of lifting equipment in school. All statutory SLAs remain in place.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors. https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p> <p>Required - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.</p>
<p>Building Hygiene</p> <p>Deep Clean of all areas of the school. Personal hygiene</p> <p>Compliance with current hygiene standards published by the UK Government.</p>	Transmission of virus due to poor hygiene and cleaning	All Building Users	H	<p>Hand sanitiser stands in in classroom, hall and entrance. Hand wash at middle area sinks to be used during school day</p> <p>Children and staff to sanitise hands on entry to school, before break and lunch and after break and lunch.</p> <p>All surfaces to be wiped before and after school by cleaning staff. Touch surfaces to be wiped during school day as required, or sprayed with Safe Touch and left to dry. This is in addition to usual cleaning processes.</p> <p>Hand sanitiser provided for all visitors on entry – social distancing to be maintained</p> <p>Signs around school to remind everyone about hand washing and social distancing.</p> <p>Regular hand washing lessons for children</p> <p>Disposable cleaning product levels are maintained.</p>	The standard to be followed will be the GOV-UK guidance COVID-19: cleaning of non-healthcare settings guidance

<p>Building Users. ventilation HSWA 74 W(HSW)R92 DoE BB103. Building Regulations</p>	<p>Transmission of virus due to poor ventilation</p>	<p>Pupils, staff and visitors.</p>	<p>M</p>	<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> • Open windows and doors in classrooms to promote through ventilation. • If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed. • Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard. <p>Classroom windows, internal door and roof window to be open daily. External door are not opened throughout the day as a rule. They are opened at each break to flush air through the school. If the weather is particularly cold or wet then the windows may be opened just slightly and the room flushed at break.</p>	<p>Government guidance. DoE BB101 Ventilation in schools. Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007</p>
<p>Fire Management Compliance with the RR(FS)O BB100</p>	<p>Risk of fire</p>	<p>All Building Users</p>	<p>L</p>	<p>Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils. Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> • Physically test the fire alarm system and emergency lights are operational. • Complete a planned Fire evacuation within 7 days or the start of the new term. • Carry out weekly checks of alarms systems, call points and emergency lighting. • Carry out regular hazard spotting to identify escape route obstructions. • Check that all fire doors are operational. • Review, update and test individual named PEEP's <p>Fire alarms are tested weekly. Fire drill to be completed as above. Check fire evacuation posters etc following the building work.</p>	<p>Record details of maintenance and equipment tests in the building Fire Log-Book/Management file</p>
<p>Catering service HSW 74</p>	<p>Transmission of virus due to large number of children using the hall Poor cleaning and hygiene</p>	<p>Pupils, Staff and Visitors</p>	<p>H</p>	<p>Reception, year 1 and year 2 to use the hall as usual. Each child to be assigned a place in the hall and to keep classes as separate as possible. Open windows Hall to be sanitised fully once the children have left Key Stage 2 children will eat lunch in classroom as hall cannot be sanitised effectively or quickly enough to allow further seat changes School has an online payment system in place</p>	<p>System has been in place since before Christmas and is working well. We won't return to lunches in the hall for KS 2 until the full re-opening of schools with no restrictions. https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>

<p>Communicate with Contractors</p> <p>HSWA 74</p>	<p>Transmission of virus due to poor hygiene following building work or maintenance work</p>	<p>Pupils, Staff and visitors.</p>	<p>L</p>	<p>During the holiday period maintenance or remedial work may be undertaken. Contact your contractors and impress on them that where possible such work <u>must be</u> completed before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> • Observe good hygiene practice. • Contractors to sign in and out as is normal practice • Consider times when contractors can complete work either before or after the school day. <p>Cleaning staff continue to work across the holiday so will be able to complete a deep clean.</p> <p>Contractors in spring and summer terms to work before or after school day where possible. If necessary in school day, use hand sanitiser, maintain social distancing and if necessary wear PPE.</p>	<p>Office staff to remind contractors of expectations on entry – contractors to work outside the school day where possible.</p> <p>Use signs, posters and regular reminders to raise awareness.</p>
<p>Management of Access Control to and from the building.</p> <p>General principles.</p> <p>HSWA 74</p>	<p>Lack of social distancing</p>	<p>Pupils, staff and visitors</p>	<p>M</p>	<p>The social distancing 2 metre rule remains in force for all visitors attending the school building.</p> <p>Only one person allowed in the entrance foyer at a time. Car park gates locked at the beginning and end of the day to prevent parents trying to park and move cars around at the busiest time.</p> <p>Area outside of building is open and wide enough to allow social distancing to be maintained with relative ease if parents adhere to start and finish times.</p> <p>Signage has been placed around the gates and entrance to remind families and visitors about distancing requirements. Visitors to wear masks on site at all times</p>	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) 04 06 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p> <p>Use signs, poster's and regular reminders to raise awareness.</p>
<p>Test and Trace</p> <p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>	<p>Need to identify local outbreaks and enforce self-isolation requirement where necessary</p>	<p>Staff and all visitors</p>	<p>H</p>	<p>Inventry signing in system in place -need to also take phone number of visitors if we are not familiar with them. The following information would be required by the Test and trace operators and therefore must be made available if requested by the NHS: Staff</p> <ul style="list-style-type: none"> • the names of staff who work at the premises • a contact phone number for each member of staff • the dates and times that staff are at work <p>Visitors</p> <ul style="list-style-type: none"> • the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group 	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 07 20 https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p>

				<ul style="list-style-type: none"> • a contact phone number for each visitor, or for the lead member of a group. • date of visit, arrival time and departure time • the name of the member of staff who they are meeting, or activity being delivered on behalf of the school. <p>All staff are offered twice weekly LDF testing to be completed at home. Primary children will not be tested. Staff must report their result to the NHS Test and Trace as soon as completed. Staff should share their result with the school.</p> <p>If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. Call the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>	<p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p>
Entering and leaving the school Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors	M	<ul style="list-style-type: none"> • The children via the usual doorway from 8.45am. • KS 1 /Reception exit via their external door and KS 2 via their usual exits. Individual children leave at 3pm and sibling groups at 3.15pm. • Anyone entering the site must wear a face mask unless exempt • Anyone entering the school site must follow the UK Government social Distancing Guidelines. • Anyone entering the school site <i>may</i> have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> ○ Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? ○ Has anyone in your household had any of these symptoms in the last 14 days? • Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 7 days and the rest of their household for 14 days. • Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate amount of days. • Hand sanitiser stations will be positioned on the entrance to the building and classrooms and must be used by all pupils and visitors. • Families must arrive on site no earlier than the designated start and finish time. • Families must not gather at the school entrance or doorways 	<p>GOV.UK Guidance. Staying Alert and Safe (Social Distancing) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>

Communicating with parents on changes	Ensuring high quality and clear information to reduce risk of transmission unnecessarily	Pupils, staff and parents.	L	<p>Phase 1 restrictions and good practice apply.</p> <ul style="list-style-type: none"> • Inform pupils and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the COVID-19: guidance for households with possible coronavirus infection) • Inform parents that if their child needs to be accompanied into school, only one parent should attend. • Inform parents the pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimizing adult to adult contact. (for example, which entrance to use) • Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment. • Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located. • Use Class Dojo to communicate with parents to reduce use of paper. • Pastoral Manager to be available outside 	<p>GOV.UK Guidance – Implementing Protective Measures in Education. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)</p>
<p>Communication with Staff</p> <p>Protection against infection</p>	Ensuring staff have up to date information and training	Staff	H	<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms of COVID-19 • Continue frequent hand cleaning and good respiratory hygiene practices • Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. • Minimizing contact and mixing with other class groups. • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. • Daily updates delivered to the class by the teacher. • PPA Time – provided by Mr Leyland. SLT time by Mrs Green • Staff who need to move between classes to maintain social distance- facemasks are available. Masks should be worn when outside the classroom in communal areas. • Risk Assessment to be communicated via email and Governor Hub. RA to be placed on website. <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <p>Teams meetings if necessary to discuss how the guidance can be put in place effectively. Use of WhatsApp group and email to ask and answer questions.</p>	<p>GOV.UK Guidance. Staying alert and safe (social distancing)</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>See guidance for staff planning Annex A. Behaviour principles Annex B. Principles for staff. Review the daily GOV.UK Web Page</p> <p>Pupils who become violent and require restraint, contact your TESS officer for support advice.</p>

<p>Class Bubbles</p> <p>Staying Alert, Staying Safe</p>	<p>Risk of transmission of virus to large groups of children or staff</p>	<p>Pupils and Staff</p>	<p>H</p>	<p>Staff are advised to maintain at least 2m distance from children where possible or 1m for no more than 15 minutes. The children will not be expected to follow social distancing. Social distancing is not possible for staff working with the younger children. In KS 2 staff should try to maintain a distance of 2m and not be within 1m for more than a few minutes if not wearing a visor or mask.</p> <p>Face masks to be worn if staff want to provide close up tuition for longer than a few minutes.</p> <p>For the vast majority of time the children will stay in class bubbles. However, for R, year 1 and 2 they will share the hall (see section above) Children will also share the playground at lunchtime, though they will be in separate zones (transmission risk is significantly reduced outdoors). the school will:</p> <ul style="list-style-type: none"> • Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19) • Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. • Pupils to stay and work within their class bubble. • Desks in Y3-6 will face forward as much as possible • It is not possible to teach EYFS and our younger children at desks facing forward. • Staff will be reminded to teach from the front of class as much as possible • Breaks and lunch will be staggered and in KS 2 the playground will be split into three sections • When possible KS 2 children can sit outside to eat but within their own class area or own section on the grass. (warmer weather) • Soft start from 8.45am • Individual children finish at 3pm, siblings finish at 3.15pm • Teaching time will not be reduced – use assembly time and reduced break time • Discourage parents from gathering at school gates. • Display signage at all entrances into school and along corridors to raise awareness of social distancing. • Introduce a one way system or divide the corridor into two lanes for walking on the left • Whole school assemblies must not be undertaken, consider selected class bubble assemblies to maintain distancing. <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	<p>GOV.UK Guidance. Follow the social distancing guidelines</p> <p>School policy is to wear a mask in communal areas</p> <p>Staff should not use the staffroom for any longer than necessary. They should stay at least 2m away from staff in another class. Staff should remain in their own staff bubble as far as possible and refrain from going into other classrooms unless absolutely necessary.</p>
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Personal Protective Equipment	Higher levels of transmission due to lack of personal protection	Pupil and Staff	H	<p>In primary schools, Gov.uk recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Children in primary school do not need to wear a face covering.</p> <p>Additionally, staff to wear PPE that they would normally need for their topic work or to provide pupil personal support.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day. See guidance link for further information.</p>	<p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Face coverings in education - GOV.UK (www.gov.uk)</p>
First Aid	Higher risk of transmission due to close proximity of children to staff	Pupils, staff and Visitors	H	<ul style="list-style-type: none"> • The number of first aiders to be available within school for the general population has not changed. • For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. • If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult, if a distance of 2 metres cannot be maintained. • If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • Staff who have helped anyone with suspected symptoms do not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test. • If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Anyone unwell should be taken to the resource room where there is a thermometer and PPE. Parents should be called quickly. • Once the child/adult has left the room should be sprayed with Safe Touch and the door kept closed. Cleaning staff to follow up with deeper clean when on duty. 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-closures</p> <p>COVID-19 Actions for Schools Guidance for Full Opening – Schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>the list of symptoms includes;</p> <ul style="list-style-type: none"> • High Temperature 37.8°C • Continuous Cough • Loss of taste and smell <p>Contact Public Health for further advice on a Positive COVID test result.</p>
Classroom Management	Ensuring guidance is	Pupils and staff	H	<ul style="list-style-type: none"> • The class will operate as a bubble with a teacher and a teaching assistant. If there are any shortages of teachers, 	<p>COVID-19 Actions for Schools Guidance for Full Opening – Schools</p>

	maintained daily and without compromise over time			<p>then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <ul style="list-style-type: none"> • Forward facing desks from Y3+ as far as room will allow • If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed. Taken to resource room • Children to have set seats – not to move around during the day from Y2+ (Year 1, Y1/2 to move to this once settled in at beginning of term) • Hand sanitiser is available in each classroom • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach- remind daily and follow up when coming back from the toilet • Frequently clean touched hard surfaces using standard detergents products. • All children to use own stationery and resources. 	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Stationery should be renewed at regular stages during the year.</p>
Early Years classes	Reception		M	<p>Early years groups in school should:</p> <ul style="list-style-type: none"> • Stay within their class bubble throughout the day to avoid mixing with other groups. • Ensure play equipment that is used is appropriately cleaned after use by small groups of children. • Remove unnecessary furniture from classroom and resource areas to open up the floor space. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Paediatric first aid cover – see first aid section above • Review where required the EHCP and other support plans of the named pupils. • Social distancing will not be required • Make the most of outdoor learning opportunities 	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.</p>
Shared rooms/spaces	Ensure effective cleaning processes- higher risk due to changes in groups or staff	Children and Staff	H	<p>Where possible do not used resource rooms or shared tables at all- use main classroom only</p> <p>If using a shared table or room please wipe down prior to and following use.</p> <p>All children must use own stationery and whiteboards. Staff to maintain at least 1m distance. If closer if necessary, sit side by side and reduce time to below 15 minutes. If further is required use a mask</p>	<p>The school SLT to include specific detailed information for the management of the school.</p>
External Play areas. Playground and field	Risk of transmission between children and groups	Pupils, and Staff	L	<ul style="list-style-type: none"> • Allocate zones/equipment for each class • Play trails not to be used • PE should be outside when possible, but if indoors ensure full ventilation 	<p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms.</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p>

Off Site Visits. Day Visits Only	Higher risk of transmission due to close contact on coach and lack of knowledge about cleaning processes and venue	Pupils and Staff	H	<p>Gov.uk advise against all educational visits at this time. This advice will be kept under review.</p> <p>Subject to the review of Educational visits by the Government further details will be provided to all schools. The LA policy for Out of school Visits and the use of EVOLVE will remain the principal methods of planning approval and conducting visits or all types.</p> <p>Vehicles are an enclosed space with a higher risk of transmission of the virus.</p> <ul style="list-style-type: none"> • use a vehicle with a bulkhead or partition that separates the driver and passenger • the driver and passenger should maintain a 2 metres distance from each other • the driver should use PPE, and the passenger should wear a face mask if they are old enough and able to do so. 	Further advice from the EVA Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors	L	Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
SEND Support	Transmission risk due to close support if necessary	Pupils and Staff	H	<p>SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns.</p> <p>(See link for government guidance for working in education and the use of PPE)</p> <p>See all guidance above – includes use of PPE and shared rooms etc</p>	Safe Working in Education, Childcare and Children's Social Care including the use of PPE. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
Breakfast and After School Clubs	Higher risk of mixing groups of children	Pupils and Staff	H	<p>Use the hall – can be cleaned more effectively and is easily ventilated.</p> <ul style="list-style-type: none"> • Children to be kept in the same groups as during school day • Equipment and materials for activities to be separate from school used equipment. • Where possible provide separate storage for club equipment from school equipment. <ul style="list-style-type: none"> • Sanitiser in hall • Tables and chairs wiped down after use • Use of resource room for illness – follow school policy above 	COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

BAME	Vulnerable to COVID-19	Named staff and Names children	L	<ul style="list-style-type: none"> Pupil group to remain in their bubble for all activities to minimize interaction with others. The teaching staff to monitor social distancing within the behaviour of the young pupils. (supervised by staff) To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs. Staff - Headteacher to complete an 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. School Employee Assistance Programme can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate). 	<p>GOV.UK Advice</p> <p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p>
Clinically Extremely Vulnerable.	Vulnerable to COVID-19	Named Staff and Pupils		<p>Presently Staff diagnosed as CEV must not attend work but may work from home</p> <ul style="list-style-type: none"> Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high. The school will make appropriate arrangements for the named pupil to continue their education at home. 	<p>Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from Covid-19. Dated 25 02 21</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
Clinically Vulnerable		Expectant Mother		<p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>If there is a change due to an underlying condition, this will be confirmed by diagnosed by a Clinical professional.</p> <p>The manager of the expectant mother must complete a risk assessment of the member of staff and put in place suitable mitigation measures to reduce injury from hazardous activities or the exposure to coronavirus. (ie. Covid secure environment.)</p>	<p>Guidance: Coronavirus (COVID-19): advice for pregnant employees Updated 26 02 21</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>
Employee Wellbeing	Staff anxiety after long period of partial closure – some staff have not been in school	School Staff and their families	L	<ul style="list-style-type: none"> Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7 Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. Staff will support each other – SLT will provide additional support where necessary 	

Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and anxiety	School Staff, Pupils and Parents	L	<p>Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <p>Contact PHE, using excel spreadsheet log to confirm a positive case an update on numbers isolating. A full programme of remote learning is available on the website or via the class teacher on Teams, Tapestry or Class dojo.</p>	<p>Help contain any outbreak by following the advice of the local health protection team advice.</p>
<p>Further Information: The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p>					

ADDITIONAL INFORMATION:

Contact points.

- Abram Bryn Gates Primary School 01942 866416
- Police, Fire and Rescue, Ambulance 999
- Health and Wellbeing Team 01942 827857

The following are taken from the Government Guidance for Schools published on 02nd July 2020

COVID-19 Actions for Schools Guidance for Full Opening – Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Annex A: Behaviour principles

In light of the need for children to behave appropriately and with respect for others. The following behaviour guidance must be communicated to children, parents and staff.

Rules of good behaviour are:

- following the routines for arrival or departure
- following the club instructions on hygiene, such as handwashing and sanitising.
- following instructions and stay with your allocated bubble whilst attending the club.
- When moving around the premises follow the instructions given to you. (for example, one-way systems, out of bounds areas, queuing including where children may or may not play)
- expectations about sneezing, coughing, tissues and disposal ('**catch it, bin it, kill it**') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- follow the rules about sharing any equipment or other items including drinking bottles
- use of toilets
- clear rules about coughing or spitting at or towards any other person.
- Any rewards and sanction system where appropriate

Identify any reasonable adjustments that need to be made for children with more challenging behaviour.

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms but go home as soon as these develop (informing your Team Manager) and access a test as soon as possible.
2. Clean your hands more often than usual - with running water & soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered.
3. Use the '**catch it, bin it, kill it**' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your activity approach to keeping a distance from children in your group as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your group to follow the rules on hand cleaning, not touching their faces, '**catch it, bin it, kill it**' etc. including by updating your classrooms displays with posters.
8. Prevent your group from sharing equipment and resources (like stationery).
9. Keep your activity door and windows open if possible for air flow.
10. Limit the number of children from your group using the toilet at any one time.
11. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
12. Make sure you have read the summer clubs updated behaviour policy and know what role in it you are being asked to take.