



Preparations for whole school re-opening on 8th March 2021

This risk assessment is not likely to cover all scenarios of all Trust Schools. Each school should consider their own unique circumstances, layouts, pupil numbers, resources, class room sizes, staffing capacity and pupils who have EHC plans and/or require intimate care. Each school is required to input their additional control measures specific to their schools in the columns provided and submit back for review by the Trust and Governors.

We remind all schools to follow only professional guidance informed directly from Gov.uk, DfE and PHE.

Risk Assessment Detail

Assessment Reference Number:	COVID-19-01	Date of Assessment	24/02/2021
Assessment undertaken by:	Emily Harman	Position:	Estates, Facilities and Health and Safety Advisor
Assessment undertaken with (SME): (Subject Matter Expert)	Rachel de Wet	Position:	Head Teacher
Activity / Task / Topic / Detail:	Preparation for full opening March 2021		
Activity Location:	St. Augustine's Stamford		
Address:	Kesteven Road Stamford Lincolnshire PE9 1SR		
Number of People & Detail: (e.g. one person, 2-5, 6-10, 11-50, 51-100)	Pupil: 118 Teacher: 7 Support: 15		
Expert Guidance: (e.g. HSE - .GOV.UK – PHE – DfE)	<p>Guidance for full opening: Schools (published 2 July 2020) Updated 22 February 2021 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</p> <p>Face coverings in education Updated 8 January 2021 Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Stay at Home: Guidance for households with possible or confirmed coronavirus infection, Updated 15 February 2021 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>Actions for schools during the coronavirus outbreak (published July 2020) updated 22 February 2021 Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</p> <p>Guidance for school: coronavirus (COVID-19) updated 22 February 2021 Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>COVID-19 Cleaning in non-healthcare settings (updated 16 October 2020) COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		



	<p>Shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 16 February 2021) Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Children of critical workers and vulnerable children who can access schools or educational settings (updated 8 January 2021) Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk)</p> <p>Coronavirus (covid-19) asymptomatic testing in schools and colleges (published 15 December 2020) Updated 2nd February (guidance under review following announcement on 22 February 2021) Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Management of Health and Safety at Work Regulations 1999</p> <p>Personal Protective Equipment at Work Regulations 1992</p> <p>Staying alert and safe (social distancing) (published 11 May 2020) Updated 13 August 2020 (withdrawn 24th November 2020)</p> <p>National Lockdown: Stay at Home (published 4 January 2021) Updated 22 February 2021 National lockdown: Stay at Home - GOV.UK (www.gov.uk)</p> <p>Advice for pregnant employees: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>
<p>Duration: (e.g. Hr - hours - Min - Minutes)</p>	<p>From 8 March 2021 until Government Review</p>

Hazard	Who May be Harmed	Gov.uk Guidance and CMAT Response for Required Controls	Specific Educational Setting Response and Controls	Risk Rating
<p>Spread of Covid-19 – Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing health conditions 	<p>Effective infection protection and control – minimise contact with individuals who are unwell, do not permit attendance to school if they or anyone in their household are showing signs of infection or have tested positive in the last 10 days. They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>Refer to action cards if anyone in the school becomes unwell with a new, continuous cough</p>	<p><u>System of Controls: Prevention</u></p> <p><u>Covid 19 Symptoms/Diagnosis/</u></p> <p><u>Minimising contact with those who are unwell by ensuring that those who have Coronavirus symptoms, or who have someone in their household who does, do not attend school.</u></p> <ul style="list-style-type: none"> ➤ Staff showing symptoms of Covid 19 whilst on school premises, will be isolated immediately and instructed to return home and follow the Covid 19 Scenario and Guidance Appendix I advice. 	



		<p>or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and arrange to have a test through NHS Test and Trace and consult with PHE</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Hand washing - Clean hands thoroughly more than usual, ensure washing facilities are available for use, ensure hand washing is carried out for 20 seconds with running water and soap and make sure they are dried thoroughly using paper towels, failing this, supply hand sanitiser, hand rub or skin friendly skin cleaning wipes to be used.</p> <p>Promote good respiratory hygiene, "CATCH IT, BIN IT, KILL IT" approach. Tissues will be made available throughout the school. Adopt recent Government advice and support HANDS-SPACE-FACE campaign. https://coronavirusresources.phe.gov.uk/Hands-Face-Space-/ Hands. Face. Space - YouTube</p> <p>Clean frequently touched surfaces using standard products held in school such as</p>	<ul style="list-style-type: none">➤ Pupils showing symptoms of Covid 19 whilst in school will be isolated in the small room next to EYFS classroom with one adult to supervise them until a parent collects them at the earliest opportunity. The supervising adult must open the window to ventilate the room and take reasonable preventative measures to protect themselves by wearing PPE whilst attending to the child's needs. PPE must be donned and doffed according to the PPE training carried out by all staff on Friday 29th May 2020. The parents of the child in question should be informed by a member of SLT to follow the latest Government guidance to isolate for the recommended period from school including siblings also at school. Staff and parents will be informed via email to be vigilant for symptoms.➤ If a pupil tests positive for Covid 19, the rest of the Bubble must remain at home and isolate for the recommended period and take a test where advised by Public Health England. Staff and parents of pupils in the class Bubble will be informed via email the same day about what they need to do.➤ If a member of staff tests positive for Covid 19, staff member must inform the Headteacher as soon as possible and follow the government guidance to isolate for the recommended period. The rest of the class Bubble must also remain at home and isolate for the recommended period and take a test if advised by PHE. Again staff and parents will be informed via email what they need to do.➤ Pupils must be dropped off and collected by one adult only.➤ Social distancing must be observed by all parents	
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		<p>detergents.</p> <p>Headteacher to ensure daily checks are made with Government updates.</p> <p>Pupils and staff updated as necessary, communication throughout the school community is key.</p> <p>Display posters, leaflets and other materials.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Minimise contact and mixing groups by altering the classroom layouts and timetables, staggering entry and exit times, breaks and lunches. Consider separate entrances and exits directly to classrooms from outside.</p> <p>All staff follow and regularly reiterate the hygiene message to pupils/students;</p> <ul style="list-style-type: none">• cover your cough or sneeze with a tissue• if you don't have any tissues available, then cough and sneeze into the crook of your elbow• throw the tissue in a bin• avoid touching your eyes, nose and mouth with unwashed hands	<p>whilst on school site. Parents have been requested to wear a face covering whilst on the school site.</p> <ul style="list-style-type: none">➤ Parents will be informed via email and posters of protocols for expectations whilst on site. <p>Hand Washing</p> <ul style="list-style-type: none">➤ All staff and pupils are expected to wash/ sanitise their hands on arrival at school and then to wash their hands frequently throughout the day for a minimum of 20 seconds each time; i.e. before and after eating/toileting/sneezing/ using any shared resources or equipment.➤ Staff must wash/sanitise their hands after handling pupils' books or resources.➤ School will ensure that soap/warm water/sanitiser (for adults) paper towels, hand dryers are readily available in all appropriate and accessible areas of the school where staff and pupils are working.➤ <u>Staff will implement a frequent hand washing regime for pupils on arrival at school, and at regular intervals throughout the day. Staff will explain the importance of frequent hand washing to pupils.</u> <p><u>New Routines</u></p> <ul style="list-style-type: none">➤ Staff will be responsible for teaching the pupils the new routines concerning not touching their faces and good hand hygiene etc. and how to support pupils with their mental health. <p>Good Respiratory Hygiene: Catch it bin it kill it.</p> <p>School will ensure there is a plentiful supply of tissues in all working areas for staff and pupils to access as and when</p>	
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		<p>All pupils/students are asked and reminded to wash their hands;</p> <ul style="list-style-type: none">• before leaving home and on arrival at school• after using the toilet and after breaks and sporting activities• before food preparation and eating any food, including snacks• before leaving school <p>Supervision of pupils/students washing hands correctly in school is periodically undertaken by staff</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team in the event of a possible case</p>	<p>required. Lidded bins will be located in all working areas and emptied daily.</p> <p>Adults will model and set the expectations for 'catch it bin it kill it' routines for pupils.</p> <p><u>Enhanced Cleaning Regime</u></p> <p>Disinfectant wipes and cleaning spray will be available in all working areas for staff in 'Bubbles' to wipe down tables, chairs and resources after use as required e.g. at the end of the morning or if a child sneezes onto a table.</p> <p><u>Frequently Touched Surfaces</u></p> <p>An enhanced cleaning regime will be in place to ensure that surfaces used more often will be cleaned thoroughly <u>twice daily</u> to include, toilets, sinks, door handles, table surfaces, chairs, photocopier, laptop screens, telephones, general school resources.</p> <p><u>Fogging</u></p> <p>All classrooms, Little Stars and entrance hall will be fogged daily and the rooms aired as an extra measure to catch all surfaces in the spaces used most frequently. The fogging machine contains an anti-bacterial liquid.</p> <p>PHE East Midlands Health Protection Team, Public Health England, Seaton House City Link, Nottingham, NG2 4LA</p> <p>Phone: 0344 2254 524</p> <p><u>Government Updates</u></p>	
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The Headteacher will check, read and disseminate any key messages, changes to advice from Government to staff/parents/pupils/Governors as necessary.

Information

Relevant posters, leaflets, information will be distributed to school community as necessary.

Parents will be reminded of hygiene expectations at home for children via email.

Minimising contact between individuals and maintain social distancing wherever possible.

- All school staff are responsible for maintaining a social distance of 2 metres from other adults on the school premises. Where this is not possible i.e. in communal areas, face coverings should be worn.
- All school staff are responsible for ensuring that wherever and whenever possible, they are not spending more than 15 minutes in close contact with adults from other class bubbles. Other support staff must ensure meetings are on MS Teams or at a 2m distance for less than 15 minutes in a well-ventilated room.
- Staff whose children attend other schools (i.e. not St. Augustine's) may only be on the academy's site having received the express permission of the Headteacher and on the completion of a satisfactory risk assessment.
- Staff whose children attend St. Augustine's and arrive with their parent at school for work must be supervised at all times and remain in one space or room (near) where their parent is working or in



their own classroom, subject to the agreement of the child's class teacher. The measures in place for school concerning hand washing, cleaning of used or shared equipment, maintaining social distance etc must be followed before and after school.

- Only **one** parent/adult from a child's household may drop-off and collect from school.
- Pupils in years 2-6 will be seated at tables and spaced apart where possible. The Bubble groups will remain as consistent class groups of children with the same bubble of adults and children for the day and will avoid physical contact with any other Bubble group as far as circumstances allow.
- Adults will mostly remain in their assigned class bubble group for the majority of the working day unless their role in school dictates that they must move between classes for PPA cover for example or in an emergency or where the adult:pupil ratio requires it for safeguarding children and staff.
- Staggered drop-off, pick-up, break times, lunchtimes will be in place to support this. All adults who teach/supervise the pupils will ideally keep a safe distance of 2 metres from other adults and children within the bubble, as far as this is possible/manageable and when circumstances will allow with young children. If adults have close contact with a child i.e. if a child needs first aid, the attending adult must take all reasonable protective measures such as wearing gloves, aprons, using hand sanitiser etc as necessary.

➤ **SEN Pupils**

Those pupils with intimate care needs in school, will



			<p><u>be supported as normal. Adults must take the usual safety precautions i.e. gloves etc as normal.</u></p> <ul style="list-style-type: none">➤ The parent/adult dropping off and collecting must adhere strictly to the drop-off and collection times for their child, adhere to the designated entrance/exit to/from school for their child and maintain a 2 metre social distance from all persons in and around the school pathways, playground etc. They must also swiftly drop-off and collect their child and not linger or cluster with others in or around the school site.➤ Parents and visitors will not be permitted into the school building unless in an emergency situation or if they have permission from the Headteacher by prior appointment via email/phone call. All parents/visitors will be informed of the protective measures in place that they must adhere to whilst on site. Parents must wear face coverings when in the school entrance area and when speaking to school staff in there.➤ Contractors carrying out essential maintenance/repairs will be permitted on site and only in areas where there are no other people working. All contractors will be informed of the protective measures in place that they must adhere to whilst on site.➤ Visitors to the front entrance of school will be advised via signage to socially distance in the entrance hallway and wait outside until the space is vacant before going in.	
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<p>PPE</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Primary Settings –</p> <p>Face coverings or face masks in schools are not recommended to pupils in the primary school setting.</p> <p>Staff, and visitors should wear face coverings in communal areas such as where the layout of the school makes it particularly difficult to maintain social distancing.</p> <p>Secondary Settings –</p> <p>Face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be</p>	<p>School will make protective gloves available for all staff. Gloves, face masks, aprons and visors will be available to staff to wear when dealing with a child's intimate care.</p> <p>Face visors are now not required to be worn by members of staff in classrooms or around school. However, staff may continue to wear face visors in classrooms if they wish. Transparent face coverings should be worn by staff in classrooms where 2 metre distance cannot be maintained by staff. These will be supplied by school for staff.</p> <p>Staff who are supervising a child suspected of Covid 19 symptoms will be asked to wear gloves, apron and face mask/visor.</p> <p>A staff member will accompany the child to the designated room labelled 'No Entry' off the dining room and remain distanced from the child. They will both remain there until a parent collects the child. The room and any surfaces/areas touched/used by the child will be cleaned thoroughly. The Fogging machine will be used in the relevant affected areas. Parents will be advised to obtain a Covid 19 test for their child and isolate the immediate family following PHE advice. Parents must inform school of the result of any testing at the earliest opportunity.</p> <p>Staff will be trained prior to reopening on donning and doffing PPE.</p> <p>The school has a supply of PPE equipment that can be accessed by staff in consultation with SLT.</p> <p>Use of PPE must be noted in the usage book in order to maintain stocks.</p>	
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		<p>worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>Schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs.</p> <p>PPE is also needed in cases where; pupils whose care routinely already involves the use of PPE due to intimate care needs so will continue to receive their care in the same way. And if a young pupil becomes unwell showing symptoms of COV-19 whilst at school and is awaiting collection, if the staff member who is waiting with them cannot maintain the distance of 2m then gloves, an apron and face mask should be worn by the supervising adult only. PPE will not be given to children under year 7 to use under any circumstance.</p> <p>Required PPE can be sourced from:</p>	<p>Parents, staff and pupils will be notified of changes to requirements and measures in place they must follow whilst on site via email, meetings or messaging.</p>	
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Class Sizes – Social Distancing	<ul style="list-style-type: none">• Staff• Pupils• Visitors to your school• Cleaners	Primary children and early years cannot be expected to remain 2m apart from each other and staff, however as previously stated schools will avoid contact with anyone with symptoms,	Classroom Set up: Each class constitutes as a Bubble. Children in each bubble will be seated in the same places all week to decrease the amount of close	



	<ul style="list-style-type: none">• Contractors• Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>frequently clean hands and practice good respiratory hygiene (CATCH IT, BIN IT, KILL IT) (HANDS-FACE-SPACE) clean areas regularly and minimise contact and mixing.</p> <p>All class sizes reflect the numbers of teaching staff available and are kept as small as possible with break times, lunch times and the movement of pupils/students around the school staggered to reduce large groups of pupils / staff gathering.</p> <p>The 2m or 1m+ rule will be adopted where possible throughout the school. Primary schools are permitted class sized groups and Secondary school's whole year groups.</p> <p>We recognise the importance to continue to reduce contact between people as much as possible therefore if the group option is adopted those groups are to stay consistent and away from other groups formed within the school.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space, and where possible not using the front row of the classroom to encourage more space between pupil and teacher.</p>	<p>contacts. Children will remain in their bubble class groups for the majority of the week. <u>Phonics groups</u> in KS1 and EYFS may resume across the bubbles and staff must aim to maintain distance from the children where possible but most importantly adhere to and support the pupils to adhere to the handwashing routine before and after each session, the wiping of tables and any shared equipment as well as maintaining the 'catch it, kill it, bin it' approach to hygiene.</p> <p><u>Tables and chairs for pupils need to be set up in Years 2-6 as forward facing with pupils side by side.</u></p> <p><u>Each child to have individual set of frequently-touched resources, pens, pencils/mini whiteboards etc.</u></p> <p><u>Children may share equipment within their Bubble such as books /games.</u> They should be regularly wiped clean in between uses.</p> <p><u>Reading books may go to and from school.</u> When reading books are brought back to school, they are placed in a box and left for 72 hours before being wiped with antibac wipes and returned to the shelves.</p> <p><u>Marking children's books</u></p> <p><u>Children must receive regular, 'live' feedback from teachers to progress their learning. This can be done orally. Teachers may make use of peer and self-assessment in the usual way for example in spelling tests. This cuts down</u></p>	
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		<p>Teaching staff stay with their small group/class and do not crossover to teach/support different groups/classes, thereby NOT EXTENDING the contact group and limiting the potential spread of coronavirus (COVID-19) in school. Where this is not practical, teachers are permitted movement between classes to facilitate better learning.</p> <p>Where schools use transport, it is advised that pupils travelling should reflect the wider bubbles that are adopted in school, hand sanitiser should be provided upon boarding and disembarking, organise queuing where possible, additional cleaning of vehicles should be adopted and face coverings for children over the age of 11 should be used where appropriate. Limit close contact with people outside of their bubble.</p> <p>You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none">• specialist teaching• wraparound care• transport	<p><u>handling of children's books between people.</u></p> <p><u>Teachers Moving between Bubbles</u></p> <p>Most staff will work in one, consistent class bubble for most of the working week. Staff may now cross bubbles to facilitate the children's learning under the direction of the Headteacher for example for PPA cover or to teach a phonics/intervention group.</p> <p><u>Each class will spend the vast majority of their day with the class Bubble and adults.</u></p> <p><u>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</u></p> <p><u>Bubble staff will cover their own breaktime/lunchtimes between them to avoid extra contact with other adults, wherever this is possible.</u></p> <p><u>Playtimes</u></p> <p>Bubble groups are kept in their own zones on the playground and field to maintain the bubble integrity. Each bubble lines up independently of the other bubbles.</p> <p><u>Play Equipment and Games</u></p>	
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Any play equipment used by children at playtimes or lunchtimes remains for use by the class Bubble only. Equipment is cleaned daily to reduce the risk of the spread of infection.

Trim trail and other large play equipment is currently out of use due to the difficulty of many children using the same surfaces and the cleaning of such large surface areas.

Staff are expected to encourage Covid-friendly versions of popular games that reduce contact between children but are still fun.

Lunch Hall

Currently, all children have their lunch in their classrooms not in the communal dining hall.

Classrooms must be kept well-ventilated with open windows and sometimes the exit door to allow for airflow and to regulate temperature of the room. Temperatures must remain ambient for thermal comfort. Ventilate well when children are not in the classroom.

The 3 children who arrive via 2 different taxis are in family Bubbles.

Neither of these children are over 11 years and therefore do not need to wear a face mask for travel.



<p>Health and Safety</p>	<ul style="list-style-type: none">• Staff• Pupils• Visitors to your school• Cleaners• Contractors• Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Ensure staff who undertake your compliance checks are continuing these as normal practice. Fire alarm testing, emergency light testing, legionella testing, running the taps, fire doors operating correctly, fire appliances in situ and in date, fire alarms are serviced, PAT testing etc.</p> <p>Where possible ensure good ventilation around the school (opening windows/doors), this is to continue in colder months as much as possible.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none">• opening high level windows in colder weather in preference to low level to reduce draughts• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)• providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform• rearranging furniture where possible to avoid direct draughts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	<p>All compliance checks are up to date.</p> <p>Interim H & S review has been completed. 91% compliant.</p> <p>In consultation with Caretaker Chris Baker and timetabled and staff made aware in briefing. Pupils made aware of new arrangements in good time prior to drill. PEEPs in place.</p>	
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		<p>Annual audits undertaken and completed</p> <p>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only. Communicate any changes to fire procedures to all staff and children.</p> <p>DPS and Estate Leads will visit schools to undertake compliance checks in line with the submitted approved risk assessments for monitoring purposes and records. This will continue into any national or local lockdown where concerns are raised.</p> <p>Dynamic risk assessments will be updated in line with new government guidance released.</p>		
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<p>Staff</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>After establishing class sizes, allocate rooms and staff to accommodate, consider 1 teacher or 1 TA per group, this will allow more flexibility should a particular teacher or TA fall ill.</p> <p>Avoid where possible changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups, where this cannot be avoided, please ensure cleaning procedures have taken place before changeover, leaving time between lessons to enable this to happen.</p> <p>Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. kettles</p> <p>Staff to avoid the use of the staff room unless for individual use when using essential equipment</p> <p>Staff will only use their own cup, cutlery, plates etc and will be responsible for washing these themselves</p> <p>Staff will not make drinks for each other and will take it in turns to use kitchen facilities, unless working closely together as a requirement of their work</p> <p>All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work</p>	<p><u>Class ‘Bubbles.’</u></p> <p>Class teacher, teaching assistant and pupils form one Bubble group per class. Bubble groups are separate and distanced from other Bubbles in the playground and in the school building.</p> <p>Pregnant members of staff have completed individual risk assessments with Head Teacher.</p> <p><u>Each class bubble has a staggered start and finish time.</u></p> <p><u>Lambs 8:45-3:10pm</u></p> <p><u>Camels 9am-3pm</u></p> <p><u>Lions 8:45-3:10pm</u></p> <p><u>Doves 9am-3pm</u></p> <p><u>Eagles 8:45am-3:10pm</u></p> <p><u>Parents are asked to remain at a 2 metre distance from the classroom door when passing on messages. Markings and cones will be visible as a guide.</u></p> <p><u>Staff made aware via email communication and sign to say have read and understood.</u></p> <p>Office Staff will work in their designated areas of front reception and office in the library. Both areas will be part of the enhanced cleaning regime.</p>	
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		<p>Toilets are only (wherever possible) used by 1 member of staff at a time</p> <p>Where possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups</p> <p>Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</p> <p>If capacity of staff cannot be achieved to keep the school open, then the school will contact the Trust for further advice before making decisions to temporarily close or implementing any rota systems on health and safety grounds.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools</p> <p>Schools can continue to engage supply teachers and other supply staff during this period</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Clinically extremely vulnerable:</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>	<p><u>Office Staff</u></p> <p>Staff must avoid going into office areas during the day. Any messages or queries must be addressed via email. Office staff will belong in their own Bubble and so must be protected from unnecessary visits from persons. For emergencies, contact the Headteacher in her office. Socially distanced conversations and meetings are permitted.</p> <p>Registers will resume on Scholar Pack on 8th March.</p> <p>Office staff have a supply of anti-bacterial wipes to clean their own desks, phone, computer etc at least twice a day.</p> <p>Pupils are not permitted to carry errands around school to other Bubbles or the offices. Staff should limit the number of trips to the copier/office unless necessary.</p> <p><u>No Peri teachers on site until further notice.</u></p> <p><u>As required depending on staffing issues.</u></p> <p><u>A review of safe Staffing:Pupil ratios including capacity for those with higher needs and EHCP provision and will be the main consideration when assessing staffing levels.</u></p>	
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		<p>CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home. You should continue to pay CEV staff on their usual terms.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>All other staff should continue to attend work.</p> <p>All pregnant staff follow specific guidance Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than</p>	<p><u>All CEV staff will be treated fairly and in accordance with the government advice and in consultation with the CMAT HR advice.</u></p>	
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		<p>any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>Your employer should ensure you are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p>For many workers, this may require working flexibly from home in a different capacity.</p> <p>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, you should be suspended on paid leave.</p>		
Pupils (CEV)	<ul style="list-style-type: none">• Pupils	Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should be classed as clinically extremely vulnerable.	Adjusted hours for caretaker enables frequently-touched surfaces to be cleaned thoroughly twice daily. Fogging machine to be used regularly (weekly) in classrooms and shared areas.	



		<p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during the period of national lockdown.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</p> <p>Parents of clinically extremely vulnerable children will have received a letter or will be receiving one, ensure you have seen it for school records.</p>	<p>Teachers/adults in classrooms responsible for wiping tables/equipment at end of morning.</p> <p>Hand sanitisers are for adults only and are located in classrooms and key areas for adult use only.</p> <p>N/A</p> <p>In place.</p>	
<p>Cleaning</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers <p>Vulnerable groups – Pregnant workers, those with existing underlying health conditions</p>	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desks, door handles, light switches, welfare facilities, using appropriate cleaning products and methods.</p> <p>Resources being utilised must be cleaned frequently. Where they cannot be cleaned, non-plastic items should be left for 48 hours between cross usage and plastic items must be left for 72 hours.</p> <p>Installation of hand sanitisers are located at key points around the site i.e. entrances, exits.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	<p><u>Little Stars Breakfast and After School Club</u></p> <p><u>See also Little Stars individual risk assessment.</u></p> <p>Little Stars out of school club is now running for children of St Augustine’s and St George’s parents who are critical workers, completing educational courses, attending medical appointments.</p> <p><u>All protective measures outlined for school in this RA will also apply to Little Stars and their staff and the manager will be accountable for their adherence.</u></p> <p>Parents will register their child in advance at the club. Group Bubbles will be created within Little Stars. For example, there will be an St Augustine’s ‘Bubble’ and a St. George’s ‘Bubble.’ The setting will adapt the layout of the room to enable safe movement and distancing to</p>	



		<p>Implement the use of fogging machines in schools to aid with accurate, quick sanitising of classrooms and other school areas. Fogging machines sourced are an additional control measure not a replacement control measure. Ensure original enhanced cleaning procedures are also adopted.</p> <p>Introduce additional cleaning of outdoor benches in between break times.</p> <p>Review cleaner and caretaker staff hours to accommodate additional cleaning requirements throughout the working day in line with guidance.</p> <p>When effective cleaning is no longer available the school would pursue;</p> <ul style="list-style-type: none">• replacement/cover site staff if the duties are contracted in• voluntary assistance from other school staff• external cleaning services• temporary workers if alternative arrangements cannot be made <p>If site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds.</p>	<p>take place, with each Bubble having its own table/seating and resources to use. Bubbles will eat, play and use the toilet facilities separately. Staff will encourage regular handwashing following the guidance set out for school above on arrival and after eating/playing outside etc.</p> <p>Little Stars staff will collect EYFS/KS1 children for Little Stars from their classrooms and escort to the Little Stars room. The cloakrooms will not be used for their belongings and instead, they will bring them in to the room. KS2 children will make their way to the LS room. A register will be taken at the beginning of each session.</p> <p>The Bubble group will be kept 2 metres apart where possible and children encouraged to remain distanced from individual staff. Activities will be planned to reflect children's age and interests. A mix of table top and active sessions will be planned using the outdoor area. Any outdoor equipment used will be assigned to each 'Bubble' of children and kept separate. Regular cleaning of the frequently-used resources/equipment will be undertaken by LS staff. The room will be cleaned as normal on a daily basis by school cleaning staff.</p> <p>Parents will be notified of the protective measures in place at the club in advance of re-opening and new bookings.</p> <p>If a child in Little Stars presents with Covid 19 symptoms such as a new and persistent cough and high temperature, the child will be escorted to a safe, well ventilated room away from other children with a</p>	
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			<p>member of staff.</p> <p>Staff who are supervising a child suspected of Covid 19 symptoms will be asked to wear gloves, apron and face mask/visor. A staff member will accompany the child to the designated room labelled 'No Entry' off the dining room and remain distanced from the child. They will both remain there until a parent collects the child. The room and any surfaces/areas touched/used by the child will be cleaned thoroughly. Parents will be advised to obtain a Covid 19 test for their child and isolate the immediate family following PHE advice. Parents must inform the club/school of the result of any testing at the earliest convenience.</p> <p>Staff will be trained prior to reopening on donning and doffing PPE.</p>	
<p>Education Visits and public events in school.</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>In light of guidance, CMAT response to any visits or public events including any activities outside of the school premises proposed by the school are to be put on hold until further information, direction and review has been received by .Gov.UK/DfE, PHE/HSE.</p> <p>This response also relates to places of worship beyond the schools boundaries, open evenings, parents evenings and the like.</p>	<p><u>All lettings are suspended currently in line with government guidelines.</u></p>	
<p>Lettings</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers 	<p>School lettings are able to proceed, please ensure you have received an reviewed the hirers individual letting risk assessment and their procedures for adhering to .Gov.UK/Dfe and PHE/HSE guidance. Items to be covered on</p>	<p><u>In the event of a local lockdown, we will follow government and PHE advice.</u></p> <p>https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-</p>	



	<ul style="list-style-type: none"> • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>their risk assessments should include:</p> <p>Cleaning of premises, social distancing measures taken, support of the NHS Test and Trace system and their communication procedures with PHE and the school directly. Check the dates on the risk assessments are current and ensure reviewed assessments are forwarded for your consideration immediately.</p> <p>Please ensure you lettings are not in violation of any Tier or national restrictions your area may currently be in.</p>	<p>local-decision-makers</p> <p>N/A as no lettings currently.</p>	
<p>Local and National Lockdowns</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Follow.Gov, PHE, DfE and HSE guidance released in relation to local or national lockdowns only.</p> <p>In the event of new restrictions being imposed, the CMAT will liaise directly with the schools initially to discuss any additional control measures required then schools will need to communicate quickly and clearly to staff, parents, pupils the new arrangements.</p> <p>Check for changes in key worker lists and ensure critically extremely vulnerable workers have been identified.</p>	<p>In the event of a local or national lockdown for children of critical workers and for vulnerable groups and this has been communicated to parents.</p> <p>Learning will switch to remote online learning as per the Remote Learning Policy in the event of a local or national lockdown.</p> <p>National Lockdown across England.</p> <p>https://www.gov.uk/government/speeches/review-of-local-restriction-tiers-30-december-2020</p>	
<p>SLT Meetings</p>	<ul style="list-style-type: none"> • Staff 	<p>Hold these meetings remotely via the medium of Teams, Zoom etc to eliminate the risk as source, where this cannot be done, ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting</p>	<p>Use MS Teams for any meetings expected to last more than 15minutes.</p> <p>If in meetings less than 15 minutes, all staff must maintain social distance and handwashing and adhere to</p>	



		<p>safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Keep the meeting to as shorter time as possible. This will prevent the requirement for self isolation should a positive case be confirmed after the meeting took place.</p>	<p>other protective measures such as ventilation, not sharing resources.</p> <p>External visitors from Lincs LA /social workers are permitted to come into school by prior appointment to assess/work with particular children (namely SEN/vulnerable) and bring own face shield/transparent divider and follow school protocols. School staff do not need to stay with the pupils unless the pupil has a need that the school member of staff has to assist with.</p> <p>Parent-teacher meetings have been held via telephone.</p> <p>Those parents who require a face to face meeting with a teacher for language difficulties or to sign documentation may meet with the class teacher for no more than 10 minutes f2f and maintaining the protective measures already outlined above. All parent-teacher meetings must be made by prior appointment only and agreed with the Headteacher in advance. Only in exceptional circumstances will f2f meetings be allowed.</p>	
Interviews	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing 	<p>All interviews taking place after should be held via Teams, Zoom etc to eliminate the risk at source where possible. Ensure all social distancing control measures are adhered to at 2m+ spacing, the room is large enough to accommodate the members of the meeting safely and the room is well ventilated, you may also want to consider the use of face masks as an additional control measure. Ensure the room is sanitised regularly, there is hand gel</p>	<p>All staff to ensure they do not spend more than 15 minutes at a time in the staff room or other shared spaces i.e. library with staff outside their bubble.</p>	



	<p>underlying health conditions</p>	<p>available for the interviewer and candidate. Ensure no more than 1 candidate is permitted access at a time. Access to any other area of the school than the dedicated interview room is denied. Ensure all candidates scan the COVID-19 QR code on arrival.</p>		
<p>Visitors to Setting</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>Settings should restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> • new admissions, • settling-in children new to the setting • attending organised performances <p>Only visits that are essential are permitted such as health and safety compliance or a safeguarding concerns as examples. The dynamic risk assessment must be adhered to. If you are unsure, contact the Trust office.</p> <p>All other visit requests are to be denied until further notice.</p> <p><u>ALL VISITORS TO SITE ARE TO SCAN THE SETTINGS QR CODE PROVIDED.</u></p>	<p>All staff to ensure they do not spend more than 15 minutes at a time in the staff room or other shared spaces i.e. library with staff outside their bubble.</p>	
<p>Out of School Clubs</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners • Contractors 	<p>Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered childcare, or where they are offering other childcare activities, where this is reasonably necessary to</p>	<p>Clear signage and instructions for all visitors in Reception area.</p> <p>Track and trace app details visible in Reception and given to any visitors who are entering the school</p>	



	<ul style="list-style-type: none"> • Drivers • Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>enable parents to:</p> <ul style="list-style-type: none"> • work or search for work • undertake training or education <p>Out-of-school activities may continue to operate for the purposes of respite care, including for vulnerable children.</p> <p>Out-of-school activities that are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education (which could include, for example, tuition centres, supplementary schools, or private tutors) may also continue to operate for the duration of the national restrictions.</p> <p>Where it is possible to do so, providers should try to work with parents, the schools or early years settings which children attend to ensure, as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day. This will minimise the amount of mixing between different groups of children outside of school, and therefore the risk of infection. For more information, read the full school opening guidance.</p>	<p>building.</p> <p>All visitors are strictly by appointment only and only with the express permission of the Headteacher.</p> <p>Masks to be worn in the entrance hall and face coverings when in and around school by all visitors.</p>	
<p>Return to school after a period of self-</p>	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to your school • Cleaners 	<p>The DFE have stated “Returning to school is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development,</p>	<p>(See Little Stars above and their own unique risk assessment on the school website)</p>	



isolation.	<ul style="list-style-type: none"> Contractors Drivers Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>particularly for disadvantaged children.”</p> <p>There may be an instance where a child’s bubble closes in a school but the child was previously self-isolating. In this occasion, it is reasonable for that child to return to school after their period of isolation ends.</p> <p>It is a requirement of the Academy to ensure that any children returning who is not part of a group self-isolation school closure, have access to suitable teaching and learning facilities, even if their bubble has been closed.</p> <ul style="list-style-type: none"> The school will ensure that this child does not enter another bubble on return e.g. a Year 2 child will not be allowed to enter a Year 3 bubble. The school will ensure they communicate plans to the parent/s in question regarding a return. Where possible, after the class has been “fogged” the returning child will be expected to use their bubble area. 	No other after school clubs are currently running.	
Mass Testing	<ul style="list-style-type: none"> Staff Pupils Visitors to your school Cleaners Contractors Drivers 	<p>A separate risk assessment has been produced to incorporate all items required under NHS Test and Trace Appendix C template, Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control</p>	<p>Following a period of 14 days isolation after a positive test for themselves or after a period of 10 days isolation after a positive test for a member of their household, pupils will be allowed to return to school.</p> <p>Whilst isolating the school will ensure the pupils will</p>	



	<ul style="list-style-type: none"> Vulnerable groups – Pregnant workers, those with existing underlying health conditions 	<p>risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.</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>Coronavirus (COVID-19) asymptomatic testing in schools and colleges - GOV.UK (www.gov.uk)</p> <p>Please refer directly to CMAT should lateral flow testing stations be required at your school setting.</p>	<p>have access to home learning materials as outlined in the 'Remote Learning Policy.' (September 2020 see school website).</p> <p>If a whole class Bubble isolates, remote learning will begin as outlined in the 'Remote Learning Policy.' (September 2020).</p> <p>Bubble integrity is maintained at all times of the day. Staff are made aware of the expectations and adhere to the risk assessment.</p> <p>Timely communications will be sent to parent via the usual channels e.g. email</p> <p>Bubble areas will be fogged in cases of positive tests within school pupils/staff to eliminate as far as possible the virus.</p> <p>All school staff will take a lateral flow test twice a week on Sundays and Wednesdays and upload their results to the school Microsoft form.</p>	
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The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date

