



Covid-19 Risk Assessment Form



		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for Lighthorne Heath Primary School from September 2021 re Covid-19 Epidemic should there be an outbreak in Warwickshire LA
Guidance published 16th August 2021.

Stakeholders	Staff, children, parents, carers		
Assessment Date	06.09.21	Review Date	06.10.21

What should the risk assessment cover? Potential area/activity for hazard	Who might be harmed? (exposed to COVID-19 virus)	What control measures are in place to reduce/prevent the risk of exposure to COVID-19 virus	Considering new controls what is the current risk level	Who is responsible for this action?
Travel to and from School including arrival and departure.	Parent, Children and staff at risk from infection with covid-19 due to insufficient social distancing.	<ul style="list-style-type: none"> Emphasise the importance of social distancing through regular reiteration via text, email, website and newsletter Educate/inform parents and pupils about the need to recognise social distancing rules during their journey to and from school. (We can only partially control this). Pupils will come straight into school through a range of pre-determined entrances and staff will be on duty to control this (see below). Parents and children should not gather to greet each other or talk near the school gates and should depart promptly when dismissed. Parents should follow government guidance social distancing rules when arriving to collect their children. Masks are optional (but recommended) No children to play on the playground or play equipment before or after school <p>Drop Off and Pick Up 8.55 – from the playground</p>		Parents, Staff, Pupils. Every day on arrival and departure from school.

		<p>If children are distressed and will not respond to being verbally consoled and persuaded to enter school, then physical contact by school staff should be avoided. School communication will remind everyone to please maintain distance as recommended in government guidance.</p> <p>Parents are encouraged to leave siblings not attending school at home at drop off times; if this is not possible they should stay with their parent rather than socialising. Only one parent ideally should bring and collect their child from school. Children may still use bikes, boards and scooters to travel to school. Parents should supervise the safe deposit and collection of these and children should only touch their own equipment.</p> <p>All staff will ensure the timely welcome and dismissal of pupils. All staff may wear masks/visors when collecting/dismissing the children.</p> <p>Parents will observe social distancing rules when waiting for their child on the playground</p> <p>Families will leave the school grounds immediately after drop-off and pick-up.</p> <p>Parents to keep their children close to them</p>			
Cloakroom facilities	Parent, Children and staff at risk from infection with covid-19 due to insufficient social distancing.	<p>Children are to bring bag, coat, water bottle and their lunch box (if required). These items should be taken home at the end of the day.</p> <p>Children may use the cloakrooms to hang their belongings on their named pegs. PE kits may be brought to school and hung on named pegs in cloakrooms. Parents are asked to ensure that children are adequately dressed to allow for a well-ventilated classroom ie. wearing additional layers / tracksuit bottoms or leggings for PE.</p> <p>Children will leave unnecessary items at home, bringing only a book bag containing their reading diaries and books.</p> <p>All children will have stationery provided by the school.</p> <p>Children walking home from school will be encouraged to follow social distancing guidance.</p> <p>Mobile phones may be brought into school but must be stored in a locked cupboard in the office.</p>		Parents, Staff, Pupils. Every day.	
Assemblies		<p>Assemblies will be in the hall as a whole school. The children will sit in hall at least 2m apart from each class bubble with good ventilation. Assemblies will be no longer than 15 minutes.</p> <p>Singing assemblies will take place with children facing forwards, seated in their classes 2m apart, in the large, well-ventilated hall (windows open).</p>		SLT-ongoing	
Moving around school		<p>Children and staff should avoid moving around the school building wherever possible.</p> <p>All staff are encouraged to be fully vaccinated.</p> <p>All staff may wear masks/visors when in communal spaces and out of their classrooms.</p>		Children & all Staff-ongoing	

	<p>In practical areas, tables are allocated to specific bubbles and staff working with children from their bubbles at these tables may choose to wear a mask/visor; a supply of these are available for staff who are unable to source their own.</p> <p>Children will eat in the hall in one sitting, as a whole school.</p> <p>Tables will be wiped down and cleaned thoroughly in between days.</p> <p>Hall will be well ventilated.</p> <p>Communal areas are best avoided however the hall can be used for activities by classes; please wipe down door handles and any frequently touched surfaces after use.</p> <p>Adults should aim to maintain a distance of 2 metres from each other.</p>			
Social distancing in classrooms	<p>Staff should avoid working face-to-face with children less than 2 metres apart for more than 15 minutes, unless absolutely necessary - follow social distancing advice, where possible.</p> <p>Staff may choose to wear a mask/visor when teaching.</p> <p>Should playtimes be wet, children should remain in their classrooms. Teacher/TA will cover for each other to allow time for a comfort break and visit to the staffroom to prepare refreshments. Lunchtime supervisors will manage the class inside during wet lunchtimes. Videos may be available.</p> <p>Internal classroom doors and windows will be kept open to allow air flow.</p> <p>All adults should try to maintain a distance of 2 metres from each other.</p>		Children & all Staff-ongoing	
Lining up	<p>Children line up to move around school in their classes.</p> <p>If the need to line up as a whole school arises for fire drills etc., classes to be spaced apart by 2m from each other.</p>		Children & all Staff-ongoing	
Keeping pupils separate at lunchtime	<p>Children will wash hands before they eat.</p> <p>Children will sit with their own classes at tables spaced at least 2m apart.</p> <p>Tables will be wiped down and cleaned thoroughly in between sittings.</p> <p>Hall will be well ventilated</p>		Children MDS - ongoing	
Social distancing at break times	<p>Children will have break times together, as a whole school.</p>		Children & all Staff-ongoing	
Social distancing - toilets	<p>Staff limit the number of pupils (e.g., one in, one out)</p> <p>Classes will use their own toilet facilities: YNR , Y1/2/3 and Y4/5/6– Reception toilets; Y1/2 toilets; Y3/4 toilets and Y5/6 toilets.</p> <p>Daily additional cleaning taking place, touch points cleaned at each break time.</p>		Children & all Staff-ongoing	

Staff safety - social distancing		<p>Additional spaces provided for staff lunch/breaks (staffroom / classrooms / sunshine room)</p> <p>Staff meetings and CPD held face to face with good ventilation / online training / on Microsoft Teams in rotation</p> <p>Adults to maintain 2m distance from each other, and from children wherever possible</p> <p>Staff may wear face masks and/or face shields when walking around the school building</p> <p>Windows in staff room to be kept open to improve ventilation.</p> <p>Adults to follow government guidance to protect themselves from risk of catching virus</p> <p>Full vaccination recommended to staff</p>		Staff-ongoing	
Social distancing - trips and events off site		Risk assessments undertaken and all safety procedures followed according to places visited.		Children & all Staff-ongoing	
Social distancing if parents are in school		<p>No parents are to enter the school building without prior planning.</p> <p>Parents to communicate with school via admin2064@welearn365.com email address or directly to teachers' email addresses</p> <p>Parents consultations to be held via Teams unless RA and safe.</p>		Staff, parents, carers	
Visitors to school		<p>Any visitors/volunteers to school will be sent the Risk Assessment in advance, where possible.</p> <p>Risk Assessment will be shared and explained with visitors on arrival – sections appropriate to their visit will be explained in detail.</p>		Visitors, Children & all Staff-ongoing	
First Aid		<p>First aid will be administered by an adult in the class group wherever possible.</p> <p>First Aiders may choose to wear a mask, and any other PPE equipment they feel necessary.</p> <p>Designated Medical Room and SAO office is used as the first aid base.</p> <p>Regular cleaning of First Aid area</p>		Children & all Staff-ongoing	
Fire procedures		<p>In response to a fire bell, classes will evacuate their classroom through the classroom door, or nearest fire exit, and line up on the playground as normal.</p> <p>Class lines will be spaced out on the playground with 2m in between each line.</p>		Children & all Staff-ongoing	
Lettings	Parent, Children and staff at risk from infection with covid-19 due to insufficient	<p>All external providers will confirm they have an approved Risk Assessment and that they are adhering to the current and relevant government guidance.</p> <p>Warwickshire Music Service are providing music sessions in class groups; teaching staff ensure pupils are sent to lessons at allocated times.</p>		Admin, SBM, SLT	

	social distancing.				
School Office Arrangements	staff at risk from infection with covid-19 due to insufficient social distancing.	<p>The office 'stable' door will remain closed, and the top 'hatch' opened to greet visitors, with staff maintaining a 2m distance from them. Office staff may wear face coverings to greet visitors.</p> <p>Other staff must avoid entering the office, unless absolutely necessary.</p> <p>Those visiting should have their own passes e.g. social workers, Music etc.</p> <p>Contractors/workmen will visit outside of school hours wherever possible.</p> <p>Minimal forgotten items may be dropped into school (paper cups will be available for forgotten drinks). In exceptional circumstances items will be left in the office reception area and collected by a member of staff from the class bubble if possible.</p> <p>If office desk used by other staff it must be cleaned.</p> <p>All correspondence will be via email or phone as much as possible.</p> <p>Parents and carers should not visit the school office but use email/phone wherever possible.</p>		Admin, SBM, SLT	
FINANCE: Maintaining and setting the school's budget.	Staff at risk from infection with covid-19 due to insufficient social distancing.	<p>2021/22 Budget was agreed by FGB May 2021.</p> <p>The administrative team will continue to manage and monitor income and expenditure within budget, with oversight by EHT</p> <p>Subject leads will manage and monitor spending within budget for their respective areas in liaison with EHT.</p> <p>COVID-19 additional costs will be carefully tracked. Grants and funding will be considered for expenses that are unable to be claimed for.</p> <p>Impacts of COVID-19 have been modelled and reflected in the budget where possible and will be reviewed termly.</p> <p>Remote meetings will continue with WCC Finance Officer to produce updated half-termly finance report</p>		Admin, SBM, SLT	
Governors: Support from governors	Staff and gobs at risk from infection with covid-19 due to insufficient social distancing.	<p>Governors can support the school by continuing to hold regular remote meetings.</p> <p>The Chair of Governors will maintain regular contact with the Executive Head Teacher and ensure communication is shared with governors.</p> <p>Link Governors and those responsible for specific areas e.g. Health and Safety can be in contact with and support their link teacher.</p> <p>Governor Services will continue to communicate with governors and clerks in all aspects of governance. Governor newsletters containing local and national governance information are circulated on a monthly basis enabling governors to keep informed of changes to and best practice in governance.</p> <p>Governors will ensure a supportive relationship with the school.</p>		Governors, SLT	
Some pupils may have	Children at risk of	Parents and carers will be encouraged to share any significant information about their child/ren with the school (via admin e-mail/telephone if possible).			

experienced a bereavement in their family during the school's closure (possibly in relation to COVID-19).	emotional stress related to the Covid pandemic	Provide in-school support and a named person (someone the pupil is close to) to support the pupil if and when they need it. If required, access specialist support for the pupil and, if needs be, their family.		Parents, Staff, SLT, SENDCo	
Some pupils may be more vulnerable to exclusion.		Identify the particular pupils who could be vulnerable to exclusion and individually risk assess. Refer any pupils at risk of exclusion to the SAP. Facilitate a phased return to meet their needs, if appropriate. Review our Behaviour policy to reflect the additional support we might be providing and changes to sanctions that might be required.			
Children may be at risk of falling behind their peers and therefore feel under pressure by the workload.		Identified children falling into the 'at risk' 20% are assessed using agreed school assessment programmes, and interventions are put into place swiftly. Regular pupil progress review meetings with the AHT and SENDCo to identify pupils falling behind. 'Closing the Gap and Pupil Premium' PPT and strategy shared with staff and governors		Parents & Teachers	
Some pupils will not have had any social contact with anyone out of their immediate family (some may not even have had the use of social media) and hence seeing their friends may be emotionally overwhelming.		Social Emotional and Mental Health plans in place to meet needs, including: nurture groups, counselling, support from School Mental Health Team; Drawing and Talking therapy; Lego ABC; Mindfulness activities and River Bear Yoga.		Teachers & SLT	
Some parents may be reluctant to send children back to school because of the risk of infection and bringing the virus back into the family home.		Reassure parents of the social distancing strategies that are being followed in school and the social, emotional and academic benefits associated with their child being back in school Share this risk assessment on the school's website. Continue to provide regular updates and information for parents and communicate government guidance re school attendance. Warwickshire Attendance Service will continue to be accessed to support individual families. SOA will continue to follow up absences with phone calls.		SLT	
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Children and staff at risk from infection with covid-19	Remind pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds Remind pupils not to touch their faces		Children, staff	

Keeping the school clean to a higher level of cleanliness.	due to spread of virus across surfaces.	Cleaners and staff will act upon guidance normally linked to 'deep cleans' as part of their daily procedures (ie a focus on door handles, toilets, changing room, toys in the EY, etc) Pupils to clean IT equipment (especially keyboards, mice) with anti-bacterial wipes after use. Pupils to take home lunchboxes, drinks, coats and book bags at the end of each day. Follow DfE cleaning in non-healthcare setting advice: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings In the case of an outbreak, extra cleaning will take place and access to anti-viral fogging machine from partner school.		Cleaners All staff Children	
What if there is a shortage of cleaners due to self-isolation or illness?		Individual cleaners may be able to extend their hours or work more flexibly if other cleaners are absent (e.g. working before and after school operating hours)		SLT	
How can schools limit the 'surfaces' that are shared between home and school?		All correspondence out of school will be uploaded to the website and correspondence into school will come via a phone call or e-mail. Ask parents to avoid visiting the office. Avoid all use of cash, which can act as a vector of transmission		Parents, staff	
Before & After school club		Breakfast club and After-school club will use the school's risk assessment and communications for the school and parents. These clubs will operate in the designated space.		Club leaders	
Possible COVID-19 Cases		If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. The Medical Room will be used to isolate unwell members of the school community. If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision, if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area where they can socially distance from other people according to government guidelines. If they need to go to the toilet while waiting to be collected, they will use the disabled toilet next to the staffroom. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if social distancing cannot be maintained (such as for a very young child or a child with complex needs).		SLT, Staff, Children	

		<p>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive on a PCR (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The member of staff will be advised to have a PCR test as a precautionary measure.</p> <p>Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. The area will also be cleaned using anti-viral fogging equipment.</p>			
Pupil begins to show symptoms when in school (cough and/or temperature developing)		<p>Any child who is unwell should follow Warwickshire and government guidance which currently states that they should be kept at home.</p> <p>If a child becomes unwell at school, parents will be contacted to collect them. The rainbow room and disabled toilet will be used to isolate unwell members of the school community.</p>		Parents, SLT, Staff, Children	
What happens if we have a confirmed case of the virus?				Parents, SLT, Staff, Children	
PPE is in school may be required if pupils develop symptoms and need assistance (particularly pupils with SEND).	Parents, Children and staff at risk from infection with covid-19 due to contamination from infected members of the community.	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <p>A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn (DFE 12/05/20)</p>		Parents, SLT, Staff, Children	
Member of staff begins to show symptoms when in school (cough and/or temperature developing)		When a staff member develops symptoms compatible with coronavirus, local authority and national guidance will be followed.		Parents, SLT, Staff, Children	
Staffing shortages as a result of staff self-isolating	Parents, Children and	We will cover staff absence internally <i>where possible</i> to reduce the risk of bringing the infection into the school.		SLT, Staff	

Bubbles within the school need to close	staff at risk from infection with covid-19 due to contamination from infected members of the community	In the event of a local Covid 19 outbreak staff will strive to work with our families to deliver a broad and ambitious and accessible curriculum which will allow children to keep learning while they are isolating at home. See separate Remote Learning Policy.		SLT, Staff	
School staff may not be aware of safeguarding incidents that occurred during the summer holidays and lockdown.	Children and family members at risk of abuse	Operation Encompass notifications in place. DSLs maintain contact with social workers/keyworkers of pupils with CP Plans, CIN Plans and Early Help Plans. Any developments during the summer holidays and previous lockdown are recorded. Teachers remain alert to comments children may make during the school day. PSHE tasks set to enable children to seek support if required. Regular face to face contact during lockdown		DSLs	
Pupils may have suffered forms of abuse during the holidays and lockdown and they have not had the opportunity to disclose these to anyone.	Children and family members at risk of abuse	Staff remain alert to comments children may make during the school day. PSHE tasks set to enable children to seek support if required.		All staff	
Risk of exposure to inappropriate language or images when involved in live teaching sessions online.	Children at risk of inappropriate language	Expectations of safe online teaching sessions communicated effectively to all families. Online sessions are used to explain rules for safe use of Teams for live teaching and practice procedures. Parents have all received regular updates and information on how to keep children safe online. Remote Learning Policy		All staff Parents and Carers Computing Lead	
Attendance	Children	School attendance will be mandatory for all registered pupils from 6 th September 2021 and schools should record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils. As normal, schools should not encourage parents to request unnecessary medical evidence such as doctors' notes when their child is absent from school due to illness. It is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.		Parents and Carers Attendance Lead SENDCo Learning Mentor	

		<p>Some pupils, parents and households may be reluctant or anxious about attending school.</p> <p>Schools are advised to:</p> <ul style="list-style-type: none"> • discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks • continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. • remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. • identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. This may include disadvantaged and vulnerable children and young people, pupils who were persistently absent prior to the pandemic and pupils who have not engaged with school regularly during the pandemic <p>To support families who will need additional help to secure pupils' regular attendance, schools can use the catch-up funding, existing pastoral, support services, attendance staff and pupil premium funding.</p> <p>If families require additional support: Family Information Service - fis@warwickshire.gov.uk - 01926 742274 Early Help and Targeted Support - Family Support Service - 01926 412412</p>			
Shielding pupils	Children	The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible while shielding advice applies nationally. School to request a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.		Parents and Carers SLT	
DSL capacity to cover potential increase in demand.	Children and family members at risk of abuse	There are 3 trained DSLs at Lighthorne Heath: Jill Manley, Claire Hendriksen and Juliette Westwood. Staff may access support from 4 further trained DSLs at our Federation partner school, Sydenham Primary School: Carol Glenny, Tina Fennelly, Lucy Challand and Karen Pressey. In the case of a lockdown, at least one DSL present in school with all DSLs available at all times.		SLT and DSLs	
Returning to school for ASC pupils will cause anxiety.	Parents, Children and staff at risk from infection with covid-19	Ensure parents have advance notice of the start date, so that they can prepare their child for the return to school (walk to school and back home each day – put uniform on daily – structure the day at home to begin to mirror the day at school – email between the pupil and teacher)		Parents and Carers, SLT, SENDCo	

Medicines in school may become out-of-date	due to contamination from infected members of the community. SEND pupils.	Class Teachers will check all medications and inform parents if they need to be replaced. For medication that needs to be administered during the school day, a form will be emailed to the parent to complete. School office staff will administer the medication in accordance with the Medicines in School Policy and ensure its safe storage in the fridge in the school staffroom.		Teachers, Admin	
Pupils with underlying health conditions are at a higher level of risk		We will seek medical guidance for pupils with serious under-lying health conditions who may be at higher risk. Extra vigilance will be needed for this and other underlying health conditions in relation to social distancing e.g. for pupils with asthma (safety measures may vary from pupil to pupil)		Parents and Carers, SLT, Staff	
Staff with under-lying health conditions and/or pregnant staff are at a higher level of risk		We will refer to current government guidance regarding shielding for the clinically vulnerable and extremely vulnerable.		SLT, Staff	
Those living with a shielded or clinically vulnerable person		We will refer to current government guidance regarding shielding for the clinically vulnerable and extremely vulnerable. The SLT, Mental Health Leads and Mental Health First Aiders will promote mental health & wellbeing awareness to staff during a Coronavirus outbreak and will offer whatever support they can to help.		SLT, Staff, Parents ad Carers	
Anxiety associated with work during outbreak		There will be regular communication of mental health information and open door policy for those who need additional support. EHT/AHT will offer support to staff who are affected by Coronavirus or has a family member affected. All staff will have access to WES wellbeing services.		Parents and Carers, SLT	
Provision for SEND children Some pupils with SEND: - may have no awareness of space - may spit, scratch or bite - may require intimate care, incl. on-site nursing (hence social distancing cannot be implemented)		It is accepted that staff working with children with additional needs may need to break social distancing measures.		SLT, SENDCo, Learning Mentor	
Staff wellbeing.		Staff	The SLT and wellbeing lead will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. There will be regular communication of mental health information and open-door policy for those who need additional support. SLT will offer support to staff who are affected by Coronavirus or has a family		SLT, Staff, Mental Health First Aiders, Mental Health Leads

		member affected. All staff will have access to WES wellbeing services.			
Assessment and reporting	Children being left with gaps in their learning	Teacher Assessments continue to be used to inform planning. Baseline assessments have been used to ascertain where children are in their learning and interventions formulated in response to this.		SLT, Teachers	
Continuation of online learning		Should a class / school close, online learning will be provided in accordance with government guidance and school's Remote Learning Policy. Staff have been trained in use of Teams for online learning provision with feedback and two-way communication.		SLT, Teachers	
Safe use of learning resources	Children	Reading books: Books will continue to be issued and returned daily. Maths resources: everyday resources such as counters, Numicon and place value equipment must be kept and only used by children in each class. Children should clean their hands before and after using these. Topic resources and sports equipment shared across a year group: resources shared by classes (e.g. science / music equipment) will be put into quarantine for 72 hours before the next use, if it is not possible to clean them.		Staff team	
Home Learning	Children being left with gaps in their learning	Weekly home learning and spellings will be emailed to parents and carers by teachers, using Teachers2parents Additional online home learning to close any gaps will be set by class teachers as appropriate for each year group.		Class Teachers	
Training	Staff working in school	Read the NHS and DfE guidance and ensure all relevant staff take the NHS online training Communicate the testing approach to all staff involved in self- testing through training via staff meeting and online resources. An NHS training tutorial can be accessed here: https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ Testing will take place at home Staff to follow the guidance for LFT testing at the time of the outbreak.		Staff and visitors working in school	
Logistics	Maintaining and setting the school's budget.	Orders of soap, hand sanitiser and cleaning materials are maintained.		Care Taker and SBM	
Building Work		Contractors will only attend outside school hours where possible		EHT/SBM/ Care Taker	
Recruitment and Staffing		We will use a mixture of WM Jobs and a government portal to advertise any vacancies. We will use a balance of online and in-person interview tasks to minimise social contact in the first instance.		SLT & SBM	

		<p>We will follow government guidance on pre-employment checks such as eligibility, DBS etc.</p> <p>The new staff Health and safety induction checklist will be completed for all new starters. The induction pack with policies and key information will be shared online, ahead of induction meetings.</p>			
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Name of Assessor	Juliette Westwood (Executive Head Teacher)	Signature	
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Name of Managers responsible for activity / process	Juliette Westwood (Executive Head Teacher) Jill Manley (Associate Head Teacher)	Signature	
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ISOLATION PERIODS, DEFINITIONS OF CLOSE CONTACT AND INFECTIOUS PERIOD FOR COVID-19

- ❖ Positive person: isolate from **day symptoms started/day of test (if no symptoms) and for the next 10 full days AND until well and fever free for 48 hours**
- ❖ Identify **ALL** close contacts in infectious period (see below definitions) – all to isolate for **10 full days after day of last contact with case, unless exempt (see below)**
- ❖ **Exception: positive cases and contacts** who are residents/patients in care homes/hospitals/anyone discharged who receives care - to isolate for **14 days (cases and contacts)**
- ❖ **Exemptions from self-isolation as a close contact (except health and care workers):**
 - ❖ Fully vaccinated - *i.e.* more than 14 clear days after day of second dose of UK COVID-19 vaccination
 - ❖ Under 18 years and 6 months
 - ❖ Part of COVID-19 vaccine clinical trial or medically exempt from vaccination (seek separate advice)
 - ❖ Those exempt should undertake a PCR test, regular twice weekly lateral flow testing, limit social contact and wear a face covering
 - ❖ *Note the above exemption rules are not the same for health and care workers (separate guidance has been issued)*
- ❖ Follow "[Guidance for contacts of people with confirmed COVID-19](#)" guidance

DEFINITIONS

CLOSE CONTACTS	INFECTIOUS PERIOD
Direct physical contact (any duration)	If symptomatic: 2 clear days before day on which symptoms start – and for 10 days after
Face-to-face contact under 1m (any duration)	
Close contact under 1m for 1 minute or more	No symptoms: 2 clear days before the day of the test – to 10 days after
1-2m for 15 minutes or more (cumulative over 24 hrs)	
Travel in a vehicle	

