Premises: Wickersley Partnership Trust
Activity and/or Environment to be assessed: Covid-19 **Assessors:** Mrs. A. Lee, Mr. L. Rushforth, Mr. T. Hardcastle, Mr. M. Turton, Mr. M. Sutton

Date: April 2021 **Review Date:** May 2021

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

Premises: Wickersley Partnership Trust – mitigation of risk addendum to Trust COVID-19 risk assessment

Activity and/or Environment to be assessed: The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection during school operating hours. It has been updated in line with guidance from the UK Government as this has changed and most recently in February 2021

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

"The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families."

PLEASE NOTE: A 'ONE-SIZE FITS ALL' APPROACH IS NOT FEASIBLE, SO HEADTEACHERS WILL MAKE INFORMED JUDGEMENTS AND ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).

THE RISK ASSESSMENT WILL:

- ***BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS***
- ***RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE***
- ***BE SHARED WITH THE WORKFORCE, PARENTS/CARERS & STUDENTS***
- ***BE CONSULTED UPON WITH TUs - Elimination: Substitution: Engineering controls: Administrative controls.***

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6.Completed by (DATE) 7. Responsibility (NAME)
			L	S	Score	Risk		
a) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, are required to self-isolate for travel related reasons, or have been told by NHS Test and Trace to self-isolate	E YP P C V EM	**PREVENTION** Managing children and adults with symptoms in line with PHE guidance to reduce the spread of the virus	5	4	20	H	**Child or adult with symptoms outside WPT/School** A. Ensure that students, staff and other adults do not come into the WPT/School if they are unwell in any way, have coronavirus (COVID-19) symptoms, are required to self-isolate for travel related reasons, or have been told by NHS Test and Trace to self-isolate or have tested positive in the last 10 days. B. Staff (and other adults working at WPT/School) notify school immediately if either they or someone in their home is displaying symptoms of Covid-19 infection and follow the PHE stay at home guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (Covid-19). If the test is returned negative they can return to school. Loss of staff for the above reasons will prompt a decision on whether all eligible students can safely continue to attend school. C. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. For a Student or adult who develops symptoms during the school day, please see a section in this risk assessment below - 'dealing with a suspected case of Covid-19 in school'.	

do not attend school; Transmission of virus due to insufficient hand hygiene		**Hand washing** Hand washing facilities with soap and water are available in all toilet areas. Guidance on hand washing can be found at the below link; https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Face coverings worn by adults and students in line with the latest advice from PHE	4	5	20		**Hand washing** A. Staff must ensure (as far is reasonably practical) that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating; B. Students (and staff) are encouraged to wash hands for 20 seconds following PHE guidance. See NHS hand washing guidance C. Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content) D. Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion; E. Ensure bins emptied regularly throughout the day. F. Staff to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. G. Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available. H. Reactive cleaners to clean toilets and sinks frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day. **Additional points:** ● Hand washing remains the main method of preventing the spread of the virus. Students will be provided with frequent reminders from posters (updated and in-line with the latest guidance and advice) strategically placed above each sink. ● Staff to practice and model with the younger children as part of the daily routine as necessary. Practitioners will support younger children and children with complex needs who may encounter problems handwashing independently ● Drinking fountains will be taken out of use. ● **Face** Coverings ● Adults in all schools and students in year 7 and above need to wear face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply if a person is medically exempt from wearing a face covering. Face coverings do not need to be worn by students when outdoors on the premises. ● 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. ● In primary schools, 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), unless they are medically exempt. Children in primary school do not need to wear a face covering. ● Face coverings must be worn by any visitor attending school site, unless they are medically exempt. ● Face visors or shields should not be worn as an alternative to face coverings. Teachers may wear face visors if teaching from the front and at 2 metres from the group. In all other instances where socially distancing is not possible face coverings should be worn. ● Each school should have a small contingency supply of face coverings available for people who: ● • are struggling to access a face covering ● • are unable to use their face covering as it has become damp, soiled or unsafe ● • have forgotten their face covering **Additional points:** ● Staff should understand that the wearing of a face covering would not replace the regularity required for hand hygiene measures and routines outlined above. ● Some individuals are exempt from wearing face coverings. This applies to those who: - Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. Those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Those who rely on visual signals for communication, or communicate with or provide support to such individuals. Teachers and other staff must be sensitive to the needs of these students. ● The process for putting on and removing a face covering was communicated clearly before the start of the Autumn Term; Students and staff arriving at school wearing a face covering must be instructed not	

Transmission of virus due to insufficient respiratory hygiene Transmission of virus through insufficient cleaning of surfaces		**Cleaning** Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods. **Hand sanitiser** Hand sanitiser dispensers are located throughout all schools and are refilled regularly.					to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. ● To ensure a consistent response across the Trust, incidents where a school has to ask either a staff or student to stay home due to a positive test should be discussed with the CEO prior to enacting the decision. **Ensuring good respiratory hygiene** a. Staff and students are reminded regularly to catch coughs and sneezes in tissues - *Follow 'Catch it, Bin it, Kill it*' and to avoid touching your face, eyes, nose or mouth with unclean hands. b. Tissues will be made available throughout the site/classroom. c. Posters and games/rhymes to reinforce key messages. d. Where possible windows and doors (not fire doors) need to be left open to ensure that the rooms are well ventilated; e. sufficient stocks of tissues/ sanitiser in place for students and staff to use. **Cleaning** Rigorous checks will be carried out by site managers/caretakers to ensure that the necessary procedures are being followed. ● Classroom based equipment (eg: books and games) can be used within the bubble/zone and then thoroughly cleaned. ● Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches – will be cleaned more regularly than normal. ● Alcohol based hand sanitiser will be available at all times too. ● Soft play and soft furnishings removed in EYFS. ● Prop open internal doors (unless they are fire doors) to reduce contact. Where they are fire doors they should be cleaned more regularly throughout the day as part of the react clean process. ● Designated reactive cleaners for all zones throughout site to ensure consistency with whole school cleanliness. **Cleaning EYFS** ● EYPs staff require appropriate PPE (gloves/aprons) for cleaning ● EYPs require a checklist of equipment to clean eg; table top provision – blocks etc … ● Frequently touched surfaces and equipment must be cleaned regularly – as in rest of school ● Any equipment will be limited to that which can be easily cleaned following a group of children using it. Resources will be cleaned frequently and meticulously or rotated to be left out of reach for a period of 48 hours (72 hours for plastics) between use. ● Staff will plan for and set up, wherever possible, activities around Small World, Role Play, Block play, Construction and Workshop, following the EYFS guidelines stated in the Recovery Curriculum. ● No sand, but water outside and children will be provided with individual tubs of play-dough which is only to be used by them. ● Staff will have a focus on aerobic exercise during outdoor provision with opportunities to exert themselves physically **see 'Classroom restrictions' section in the Recovery Curriculum for further details** **Hand sanitiser** **All schools must ensure they have sufficient number of hand dispensers throughout site and at key locations including:** ● **School entrances** ● **Toilets** ● **Outside offices** ● **Where possible, outside all classrooms** Schools must make sure they always have stocks of hand sanitiser. Requests for more stock can be made to the Trust Facilities Manager, Lee Rushforth, Lrushforth@wickersleypt.org.	

		Distancing Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England - this will determine the number of students that each room can accommodate. **RPE (Respiratory Protective Equipment)** Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to implement 'protective measures' including social distancing, increased cleaning and practice good hand hygiene. Where RPE is a requirement for risks associated with the work undertaken disposable face coverings will be supplied.					**Social distancing** Staff, pupils and visitors to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Parents encouraged not to access the site wherever possible. **Ventilation** Wherever possible, all spaces should be well ventilated using natural ventilation i.e. windows open and door where safe to do so. Classroom doors, corridor doors and office doors should be wedged open (unless they are fire doors) to avoid unnecessary touching of surfaces. **PPE** WPT will make PPE available to school. Requests for PPE (gloves, aprons and face covering) can be made to the Trusts Facilities Manager, Lee Rushforth, Lrushforth@wickersleypt.org **Intimate care** DFE advice states that "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. PPE is only needed in a very small number of cases including: ● students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way ● if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face covering will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then gloves, an apron and a face covering should be worn by the supervising adult. 'Emergency Response' PPE kits will be available for staff when responding to a student presenting with COVID-19 symptoms – gloves, aprons and face coverings. **First aid** In the event of a student requiring first aid for a minor injury/cut, staff administering basic first aid will wear appropriate PPE due to the lack of social distancing possible – eg: gloves, apron, face covering. PPE will be used by first aiders at all times (regardless of need) If any schools require gloves, aprons, face coverings and face visors the Trust will be make them available. Contact Lee Rushforth Lrushforth@wickersleypt.org All COVID-19 related monitoring must take place in designated isolation rooms	
Spread of Covid-19	E YP P	**DELAY** To minimise unnecessary	3	4	12	Med-ium	**PREVENTION, CONTAINMENT AND DELAY MEASURES**	

(Coronavirus)	C V EM	contact and social mixing To minimise contact with other adults/students (social distancing) in the shared areas and classroom in order to reduce the risk of virus transmission AND Allow contact tracing should there be an outbreak of COVID-19					Staff and students will be allocated to a specific bubble/zone. Schools will retain their current, distinct bubbles/zones where possible. Movement around school to be kept to a minimum and never between zones. One-way system operates in corridors. Floor markings to ensure students are encouraged to stay 2m apart. Where numbers are small schools should ensure that year group zones and bubbles remain consistent and are not changed under any circumstance. In the event of school closures bubbles may be multiple year groups when provision is key worker specific. Wherever possible, each bubble/zone will access their own toilet facility. In the event of a school closure the students of key workers and vulnerable students should be taught in smaller class sizes, remain in consistent groups and these groups should only be taught in one classroom with a fixed seating plan. This is to ensure that in the event of a positive case any close contacts would be kept to an absolute minimum. Staggered start/end times will continue for specific year groups - dependent on school circumstances. Students will enter/exit through a designated entrance. Students bags, coats and lunchboxes kept in classroom. Classrooms will be well ventilated (open doors and windows). Students to use own labelled water bottle provided by parents/carers. Cleaned and returned daily. Not left on site. Wherever possible, staff will stay in their own classrooms/zones. In order to facilitate test and trace. However, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. A comprehensive review of the timetable means **this movement should be kept to a minimum.** Where staff need to move between staff and other year groups they should try and keep their distance between other students and staff as much as they can ideally 2m from other adults. Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should minimise contact and maintain as much distance as possible from other staff. Students will line-up, when coming into class, in order of the back row to front row, to avoid students passing each other. Seating plans and strict restrictions on the movement of children and staff will aid test & trace should a need to self-isolate arise. Classrooms furniture (desks and chairs) will be set-up in rows, facing the front except for younger pupils where this may not be appropriate. HTs will remove all unnecessary furniture in each classroom. Students who may be more prone to low level disruption/engagement will be seated closer to the front. For students in Reception, disapplications of specific EYFS requirements can be used where coronavirus (COVID-19) restrictions prevent settings delivering the EYFS in full. In order to meet the needs of younger children, teachers will, where appropriate, provide an Early Years approach to the setting up of classrooms and provision areas. If practitioners feel it is viable to do so, they should provide areas of interest on table tops so that children have practical play activities to be immersed in rather than following the 'teach from the front' approach. In order for this to happen, staff MUST ensure all equipment and resources are cleaned meticulously at the end of each session. Staff will plan for and set up, wherever possible, activities around Small World, Role Play, Block play, Construction and Workshop, following the EYFS guidelines. Outdoor resources in EYFS should be limited as much as possible and outdoor equipment that is used must be cleaned daily. Equipment and resources in the classroom such as books, games and small world play can be used and shared within the bubble and will be cleaned more frequently/regularly. Role play – all equipment must be 'easily cleanable' and cleaned everyday but all dressing up clothes/role play will be removed. Reviewed in November 2020. Atelier will not be used. No access for students to IT equipment (unless a consistent supply of alcohol wipes are available) OR students are able to work on equipment which others will not use (own chrome books or designated IT facilities for a particular group eg: Y12 Computing) Wherever possible, teachers, of all but the youngest children sustain social distance, by attempting to 'teach from the front of the room'. PE lessons will be planned to minimise the use of equipment and will focus on active exercise and maintaining social distancing. Any equipment will be limited and will be easily cleaned at the end of each session.	

							Contact with physical resources should be kept to a minimum. Students have own equipment and learning packs labelled and available on desks – No sharing of equipment with the exception of younger pupils Adults, when circumstances allow, should maintain a 2m distance from students (particularly in Secondary) and avoid close face contact and minimise time spent within 1m of anyone. Shared resources between bubbles/zones will be 'cleaned frequently and meticulously', rotated and/or left unused every 48 hours (72 hours for plastics). Assemblies and collective gatherings which require students to cross zones or gather closely, will be held virtually only. Children will be provided with instructions on the safe removal of face coverings should they arrive at school wearing them. "Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom." School will manage visitors onsite and providers will be met with a combination of advice/guidance and detailed record keeping – where possible visits will be organised outside of normal school hours. Records of visitors will be kept and stored securely for a period of fourteen days to enable test and trace. Schools will establish an intervention room to support students when required, where this cannot be a separate room it should be connected to the isolation/sanction room. Staff and students wash hands thoroughly before and after each session. Separate desks, will be suitably distanced in the room. Equipment set up in room prior to start of session. Student(s) collected from classroom and follow member of staff (socially distanced). Desk and equipment cleaned thoroughly after each session **Break times and Lunchtimes** Schools will complete the catering remobilisation questionnaire and will develop a bespoke plan for the delivery of cold choice/hot snacks in conjunction with the catering team and their H&S team – the offer is dependent upon the physical nature of the school site and the volume of students on site. Break times and lunchtimes will be staggered and outside areas will be divided/demarcated where social distancing cannot be enforced. Students wash hands upon re-entering the building after break/lunchtime. Frequently touched surfaces are wiped clean (with appropriate cleaning products) in between lessons by the reactive cleaning team Schools will limit the occupancy of staff/rest rooms and/or find alternative spaces for staff to take refreshments/lunch. Additional electrical devices eg; toasters/kettles must not be taken into classrooms. **Practical lessons** Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Schools should not host any performances with an audience. Peripatetic teachers - Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move between schools. Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the	

							air from their instrument does not blow into another player. Also, use microphones where possible or encourage singing quietly. Handling equipment and instructions - Avoid sharing equipment wherever possible PE coaches will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. We recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Outdoor competition between different schools can take place. Changing rooms should not be used unless in an emergency situation or by people with disabilities. Toilet facilities can be accessed. The time spent congregating at a venue before and after the sporting activity should be strictly limited. Participants should arrive in kit, ready to warm up and commence the activity. Participants should bring their own water bottles and should avoid, wherever possible, sharing equipment. WPT use of Ulley Activity Centre is permitted. Students should not cross bubbles. As minibus use is required, the current group size limit on buses needs to be adhered to. There is a specific separate risk assessment in place for activities at the Ulley Activities Centre. Swimming lessons are permitted. When minibus use is required, the current group size limit on buses needs to be adhered to. Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted. This will be no earlier than 12 April. Should external coach travel be used by a school, prior to confirming the booking the WPT staff member in charge of the trip needs to have access to and approve the risk assessment completed by the coach company. There needs to be seating plan for the children that is adhered to at each stage of the trip. **EXTRA CURRICULAR PROVISION INCL. BREAKFAST CLUB** From 12th April schools all parents are able to request access to before and after school education activities and wrap around childcare, including breakfast club. This was previously limited to parents with specific need. Children should, so far as possible, be kept in their existing bubbles in order to access provision. If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member. For activities that are outside, this restriction on group numbers does not exist (in line with guidance around outdoor team sports and activity). Schools are able to work with external providers who will come on to the school site, so long as the restrictions above are followed. The school must have a copy of the external provider's risk assessment and consider this risk assessment adequate prior to any agreement being made. **REMOTE LEARNING** HTs will adapt and adopt the revised WPT safeguarding policy which explicitly recognises the need to manage safeguarding concerns whilst remote learning. All schools will have an online learning policy. All schools will have remote learning policies in place to support students in the event of self-isolation, bubble closures or a full school closure. All schools will ensure that advice for parents and students is accessible online via the school internet. All schools must track engagement and ensure regular welfare checks take place prioritising the most vulnerable **Primary PPA** Schools will adhere to their commitment to PPA, but time will be provided on ad-hoc basis and not necessarily in larger blocks of time, dependent upon cover availability.	

							TRUST TRANSPORT (DEDICATED) **The guidance states … "**Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport." ● Students will remain with other students from their peer group bubble ● Students will board/disembark the bus in an orderly manner/queue ● Students will board and disembark in seating order ● Students will occupy the same seat for all journeys ● Students and staff will hand sanitise upon boarding/disembarking ● No food or drink will be consumed on the transport ● Singing and shouting will be discouraged ● Students and staff will leave the front bench seat vacant ● Only the driver will be in the cabin of the vehicle, unless the staff member is from the same school as the students ● Driver to be seated last and exit first ● Plastic coated seat covers will be added to the mini-bus seats ● Additional cleaning of the mini-bus will take place after EACH journey - spray and wipe on driver controls before, seat covers and high touch surfaces ● Ventilation via open windows/vents will be maximised (where possible and appropriate) – weather and speed to be taken into consideration ● Students will keep maintain social distance within the mini-bus if possible ● Students (over the age of 11) will use face coverings, unless medically exempt. **LETTINGS** Schools are permitted to let out their premises for outdoor activity. Each organisation / private individual requiring a letting must produce a risk assessment for their safe use of space. This must be shared by the organisation / private individual and approved by the school and WPT (David Walker email: dwalker@wickersleypt.org) before a decision is made to accept the letting. National Governing Body guidance specific to the activity or sport must be consulted before approval is given. Changing rooms cannot be used as part of step one of the Government's roadmap out of lockdown and therefore must remain shut. Changing facilities can only be used in emergency situations, or by disabled people who are taking part in organised sport and physical activity. Toilets will be allowed to open, 30 minutes before and 30 minutes after training and/or matches. No spectators are allowed at grassroots sport as part of step one of the Government's roadmap. Where clubs and facilities can accommodate this safely, one parent/carer per youth player is permitted to be present. From Monday 12th April indoor sport can begin again for under 18s. Therefore, any booking enquiries for indoor lettings need to include explicit detail and assurance that those participating in the activity are under 18 years of age. Step three of the government's road map includes allowance for indoor adult sport to begin again from 17th May. WPT are able to take bookings on this basis on the basis that allowance is given on both sides for the roadmap being delayed or amended. Disability football is exempt and can take place indoors from the 29th March. **EDUCATIONAL VISITS** Educational day visits: In line with the government roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12th April. Any educational day visits must be conducted in line with relevant Covid-19 secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.	

							Domestic residential educational visits: In line with the government roadmap, domestic residential educational are not permitted until 17th May at the earliest. Schools may begin planning for new domestic residential educational visits to take place. Schools should not enter into any new financial or contractual commitments at this stage. International visits: No international educational visits are currently permitted. The Global Travel Taskforce has been commissioned to set out how to facilitate a return to international travel as soon as possible while managing the risk from imported variants of concern. It is due to report on 12th April 2021. Further advice will follow at this time. Should external coach travel be used by a school, prior to confirming the booking the WPT staff member in charge of the trip needs to have access to and approve the risk assessment completed by the coach company. There needs to be seating plan for the children that is adhered to at each stage of the trip.	
Response to infection								
Asymptomatic adults in attendance potentially spreading the virus	**E YP P C V EM**	**CONTAINMENT AND PREVENTION OF FURTHER SPREAD** Identity asymptomatic adults and students	**4**	**4**	**16**	**High**	Every staff member and secondary school student is being provided with access to a sufficient supply of lateral flow tests to allow them to undertake two tests a week at home. The result of these tests should be registered with the government. The school should be alerted as soon as is practical to any positive tests so that contact tracing can take place. The person with the positive test and the people that they live with should begin self-isolating immediately, for a period of 10 days. Any positive lateral flow test requires a follow up PCR test. This is requested through the NHS. Should the follow up PCR test be negative, self-isolation requirements will cease. Friday 9 April all people in England will be able to access twice weekly rapid tests for coronavirus immediately. There is no change to the current arrangements for staff and students in schools, colleges or nurseries. From 12th April each secondary school child, contingent on parental consent, will be tested again in supervised conditions on WPT premises. For any positive tests, the person with the positive test and the people that they live with should begin self-isolating immediately, for a period of 10 days. Any positive lateral flow test requires a follow up PCR test. This is requested through the NHS. Should the follow up PCR test be negative, self-isolation requirements will cease.	
Suspected case whilst on site	E YP P C V EM	**CONTAINMENT** If a member of staff/student develops a high temperature or a persistent cough while on site.	2	4	8	Med	School will have a designated room available to isolate students until they can be collected. The area the student/staff member was working should be made 'out of use' and deep cleaned. Making sure the cleaning team wear all the appropriate PPE (gloves, aprons, disposable face covering) while cleaning. To ensure a consistent response across the Trust, incidences where a school has to ask either a staff or student to stay home due to a positive test should be discussed with the CEO prior to enacting the decision. **Student** ● Should be immediately moved to a room on their own. (If a member of staff needs to stay with the pupil they should make sure they keep 2 meters apart, wear a disposable face covering and gloves) ● Make the student aware they should cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. ● Contact the parent/carer to collect student immediately. ● They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed. ● The school determines which students should self-isolate and inform the individuals. ● Emergency PPE response packs will be available **Staff** ● Return home immediately ● Avoid touching any surfaces ● Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. ● They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed. ● The school determines which staff should self-isolate and inform the individuals.	Ongoing

Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact Public Health England and initiate guidelines and advised protocols					• Liaise with WPT and follow the protocol outlined below: • Send students/staff home • Instigate a deep clean • Once the deep clean has been conducted re-open school • Students/staff with no symptoms can return to school immediately • Students/Staff with symptoms will self-isolate for in line with government guidance. If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should liaise with WPT, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.	As required
Spread of Covid-19 (Coronavirus) Access / egress to site	E YP P C V EM	**PREVENTION** To prevent the transmission from external visitors. To minimise risk of transmission at the start and end of the school day.	2	4	8	Med	All none essential visitors to site must be stopped until further notice and the number of people entering site must be reduced to a minimum. Signage to be used to request that all staff, visitors and pupils wash or sanitise their hands on entering and leaving site. Signage to be used to notify people that there should only be one visitor in the reception area at a time, wear a face covering (unless medically exempt) and to practice social distancing measures. PVC screens to be used to protect staff working in reception areas. **Parents/carers** Parents to drop their child just 'off-site' (wherever possible), without congregating at school gates. Parents will be asked to wear face coverings on site. Face coverings in school buildings are compulsory for all visitors unless medically exempt Schools, wherever possible, to operate a one-way system on and off the school site and parents/carers maintain self-distance on the playground. 2m markings on the playground to be used support parents in maintaining social distancing. Students to access each zone from separate entrances (wherever possible). All students to be encouraged to walk to school alone (with an adult where necessary). Additional signage to be used to ensure parents/carers follow procedures.	Ongoing
Spread of Covid-19 (Coronavirus) Availability of teaching staff	E YP	**PREVENTION and DELAY** To ensure teachers are fully informed of their role and responsibilities and **STAFFING CONCERNS: VULNERABLE STAFF: ADVICE** To ensure teachers are fully informed of national guidance	2	4	8	Med	**SCHOOL WORKFORCE** **Work** Staff involved in teaching and supervision of children will attend at the workplace. In circumstances where a staff members' role is conducive to working from home and providing this will not have a negative impact on their ability to fulfil their duties, the decision for those staff members to work from home should be considered on a case by case basis. The final decision rests with the Trust. From Thursday 1 April, clinically extremely vulnerable (CEV) people are no longer advised to shield. CEV people must continue to follow the national restrictions that are in place for everyone. Staff who are clinically vulnerable should attend at their workplace and follow existing control measures. Pregnant women are in the 'clinically vulnerable' category. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. School's workplace risk assessment should already consider any risks to new and expectant mothers. **PREVENTION** Regular bulletins, emails, briefings will update staff on the situation.	Ongoing

							Staff to be fully informed of COVID-19 risk assessment and procedures (infection control) Staff to be fully informed of their duties. Staff to be fully informed of the latest guidance and advice. **DELAY** No classes/bubbles will be brought together in event of staff shortage and an additional teacher/classroom supervisor will be allocated to a zone for the purposes of cover.	
Spread of Covid-19 (Coronavirus) Support staff	E. YP.	**PREVENTION, DELAY AND CONTAINMENT** Key support staff lack awareness of expectations and procedures eg; kitchen staff, site mangers, cleaners etc …	2	4	8	Med	**PREVENTION** ● Kitchen staff, caretaking and cleaning staff informed of risk assessment ● For PFI schools – copies of risk assessment for site staff to be signed off by school. **DELAY** ● Deep cleaning of kitchen preparation area and all zones used ● Cleaning staff to use PPE worn daily and disposed of safely **CONTAINMENT** ● Catering/Site/Cleaning supervisors to inform Headteacher of any staff displaying signs of COVID 19 ● Staff to isolate following government guidance ● If cases within the kitchen - kitchen to be closed and deep cleaned. Alternative lunch arrangements to be made with catering provider and Trust as a last resort.	Ongoing
Spread of Covid-19 (Coronavirus) Staff	E YP P C V EM	**PREVENTION** To minimise contact with other adults (social distancing) to reduce the risk of virus transmission	2	4	8	Med	**PREVENTION** Administration staff MUST; ● Maintain strict social distancing measures ● Practice strict hygiene measures in particular handwashing ● Not share desks, resources, telephones, computers etc … ● Communicate via email (wherever possible). Use walkie-talkies where available. ● Alcohol hand sanitisers will always be available ● Frequently touched areas will be cleaned, with appropriate cleaning products, on a more regular basis eg; photocopier, keyboards, desks etc … Guidance on social distancing and close contacts includes: ● anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ● been within 2 metres of someone for more than 15 minutes (in situations where a school are worried that close contact may have occurred over a cumulative 15 minute period over a day, as opposed to in one instance, further direction must be sought from the CEO) ● travelled in the same car	
Spread of Covid-19 (Coronavirus) Mental Health	E YP P C V EM	**Mental Health/Emotio-nal distress** School leaders will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	4	3	12	Med	Regular communication of mental health information and open door policy for those who may need additional support. Staff are encouraged to raise concerns about workload, physical teaching and the continuation of online student learning for those students who are not in school. Staff encouraged to raise concerns about students and staff failing to comply with all elements the adopted risk assessment. The Trust has a number of support options available to all staff and families through the Westfield Health scheme incl. ● The Big White Wall ● 24 hour advice and information line ● Access to a 1:1 counselling service ● 24 hour telephone or web based GP consultation https://www.westfieldhealth.com/ In light of the greater impact of Coronavirus on Black and BAME communities, schools will pay an increased attention to the welfare and well-being of students and employees from those communities. For further details, how schools intend to restore the positive mental health and well-being of students *see **Recovery Curriculum.**	On going

Spread of Covid-19 (Coronavirus) Student Conduct (Ignoring social distancing, spitting, coughing)	E YP P C V EM	**Role of classroom teacher and senior leadership team** All staff, including the Senior Leadership Team, will relay the adjustments to the school discipline policy during the phased reopening of schools. All students must adhere to the policy at all times.	2	4	8	Med	**PREVENTION** **School discipline policy** The school behaviour policy will be adapted in line with the most recent DFE 'behaviour principles'/guidance and will take into consideration the changes; ● Routine and expectations eg; school gates, playground, lunchtimes ● School hygiene rules ● Students moving around the school site ● Use of toilets ● Maintaining social distancing; classroom, corridors, playground ● Expectations if students feel unwell ● Use of equipment/resources ● Rules about coughing and spitting towards any other person ● Rewards and sanctions The school discipline policy will be adjusted to ensure we abide by the measures outlined in this risk assessment The changes in the behaviour policy will be communicated to parents/carers and students Behaviour management support will be available from members of SLT who will be available to help individual staff should extra assistance be required with individual students. ● Fixed/permanent exclusions be used appropriately by HTs. Any changes will be communicated to staff, students and parents. Individual risk assessments that take into account the new circumstances will be reviewed or new one's instigated on specific students by members of the SLT. These will be judged on a case by case basis eg: students who may be prone to violence or in need of physical restraint. A reduced timetable or to continue learning remotely from home will be considered. **Any student who ignores the measures outlined in this risk assessment and compromises the safety and wellbeing of staff and/or students will be removed from the lesson and sent home immediately after contact is made with parents/carers. This may involve a student ignoring ('purposefully and wilfully disregarding') social distancing instructions and/or deliberately spitting or coughing at another student or member of staff.** **BEHAVIOUR** ● HTs will update their behaviour policy in line with any new rules/protocols and this will include the issuing of sanctions ("clear, consistent, reasonable and proportionate"). Changes will focus on the consequences of breaking rules to social distance/movement within school and new hygiene rules. ● Secondary schools will establish an isolation room/sanction room/detention room in each zone. ● Fixed/permanent exclusions be used appropriately by HTs. ● Any changes will be communicated to staff, students and parents. ● Schools committed to working with local agencies ● PX a 'last resort' **Attendance** From 8th March school attendance is mandatory. The exceptions to this are: ● If a student is following public health guidance and self-isolating Schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. Schools are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). Schools should keep a record of this activity but do not need to record it in the attendance register. Schools should use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC. From Thursday 1 April, clinically extremely vulnerable (CEV) students are no longer advised to shield. CEV students must continue to follow the national restrictions that are in place for everyone.	Ongoing

							Where students are classed as vulnerable and are self-isolating, schools should notify their social worker, where they have one, and agree the best way to maintain contact and offer support.	
Spread of Covid-19 (Coronavirus) Fire evacuation plan	E YP P C V EM	**Fire safety** Ensure Fire/emergency evacuation plans are modified in light of the new procedures for employees and students	2	3	6	Low	Fire Evacuation ● Additional fire practices/rehearsals ● Headteachers will review escape routes/fire exits for each hub (see Lee Rushforth) ● All staff will familiarise themselves with evacuation procedures and evacuation routes. In the case of evacuation, clearing the building is a priority and may require students and staff to briefly cross zones. ● The students will leave each hub immediately through their nearest, dedicated fire exit. The immediate safety of students is paramount and takes precedence over social distancing procedures Students will return via their allocated entrance back into the school ● Staff will accompany the students to the fire assembly point ● Fire assembly points will have additional markings (2 m apart) to ensure social distancing of employees and students ● Children must maintain 2m distancing when congregating at their allocated fire assembly point. ● Both staff and students will be informed in advance of the procedures	
KEY DOCUMENTATION: 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								