

Name of assessors: Sarah Rostron, MAT leadership

Date: 12th August 2020

Time: 2:30pm

Area assessed: St Bede CE Primary Academy

Description of task being assessed: The assessment reflects the requirement by the Government to maintain social distancing wherever possible and ensure adequate hygiene practise is followed. This risk assessment rates the risk of close or frequent contact between **staff, Nursery, Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 pupils** returning to school occurring. **It cannot** assess the risks of contracting Covid-19 from this contact (or contact which occurs outside of school), or the risk of developing health complications from contracting Covid-19. Individuals will have to refer to government, medical and scientific guidance based on their own individual circumstances for this.

L= Likelihood of risk, C = consequence of risk , R = (L*R) risk rating

Risk rating 0- 14 = low, 15 –24 = medium, 25+ = high

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating Residual			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Insufficient number of staff for pupils returning	Pupils staff	Unable to care for children using current staffing guidelines	<ul style="list-style-type: none"> Complete risk assessments with staff identified as vulnerable or living with a vulnerable person. Prepare to direct Teaching Assistants to cover classes if a teacher is unable to be in class. 	2	2	4	<ul style="list-style-type: none"> Risk assessments completed with staff identified as extremely clinically vulnerable or requesting an individual risk assessment. Address concerns identified on risk assessments. Teaching Assistants/tutors/specialist teachers to cover classes if a teacher is unable to be in class. Year group/Class bubbles to ensure minimal contact 	1	2	2	SR & SMT MAT leadership	Remind adults of necessary social distancing between adults in weekly Staff meetings and briefings. Actioned on 8.6.20 Monitored weekly Completion date: 7.9.20

Higher number of staff and pupils on site	Pupils Staff Parents	Increased contact within school community between children and also staff	<ul style="list-style-type: none"> Assessed number of pupils and staff who are safe to return due to health. Assessed number of rooms available and how many pupils can be in each room according to 2m distance/age of children ability to socially distance Full time places available for key worker and vulnerable children Part time places available for children in N,Rec,Y1, y6 Pupils to be grouped into Year group or Keyworker/vulnerable pupil class bubbles Each class bubble will avoid contacts outside of their group Each class bubble will use designated classroom and toilet facilities only Each class bubble will be allocated the same staff each day Share guidance with staff via risk assessment and staff guidance sheet for Tier 3 & 4 staff. 	5	4	20	<ul style="list-style-type: none"> All pupils and staff to return to school site on a full time basis. Pupils in class/ year group bubbles to limit contact with others. Each class bubble will use designated classroom and toilet facilities only Each class bubble will be allocated the same staff each day Years 3- 6 desks front facing. Staff to keep 2m physical distance when possible. Stagger first week back for Years 1-6 to allow staff and pupils time to adhere to the new arrangements EYFS pupils to have longer staggered period to establish new routines and better transition for emotional wellbeing. Pastoral/CP/SEND/Attendance team to complete risk assessments for pupils who are considered to be of vulnerable health or living with someone who is of vulnerable health. Staff to face wear masks in all communal areas: Drop off & pick up times Yard- during break times 	4	4	16	SR & SMT MAT leadership Pastoral/Attendance/SEND/CP team	<p>Actioned on 8.6.20 Monitored weekly</p> <p>Completion date: 14.9.20</p> <p>Updated: 5.1.21</p> <p>Updated: 23.2.21</p>
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						<p>Staff to wear face masks in classrooms and offices where 2m distance cannot be maintained from other staff members</p> <p>Hall- during lunchtimes</p> <ul style="list-style-type: none"> • Corridors- when moving around the school • Staff can complete PPA time at home. <p>5.1.21- National Lockdown</p> <ul style="list-style-type: none"> • Places only offered to vulnerable pupils & pupils who meet eligibility for critical worker place • 20 pupils per class maximum • 2 classes per year group with third teacher leading remote learning • Computers removed from PPA room and placed in remote learning classrooms to ensure staff are 2m distance during PPA time <p>11.1.21-</p> <ul style="list-style-type: none"> • Staff given option to work from home on a 1-3 week rota <p>1.2.21-</p> <ul style="list-style-type: none"> • Working from home rota created, 1 Teacher & 1 Teaching Assistant per class only. <p>WB 8.2.21</p> <ul style="list-style-type: none"> • only vulnerable pupils and pupils with two/single parents who 			
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							<p>meet critical worker criteria to be on site for interim period to reduce staff and pupil numbers on site.</p> <p>WB 1.3.21</p> <ul style="list-style-type: none"> All critical worker pupils to return to site due to lower numbers of COVID cases. <p>WB: 8.3.21- Wider opening to all pupils</p> <ul style="list-style-type: none"> All staff to return to site apart from those who are extremely clinically vulnerable. 					
Supporting new staff, trainee teachers who will be new to the site	Staff Pupils	New staff may not be aware of safety measure put in place due to COVID.	<ul style="list-style-type: none"> During Summer 2020 no new staff to start employment and no students on site. Staff new to employment for September complete a school visit alongside an experienced member of staff and complete all COVID checks. 	3	4	12	<p>New staff/trainee teachers must complete COVID induction:</p> <ul style="list-style-type: none"> read the school's risk assessment Must watch pupil's video guide. Must look at COVID school timetables Must be taken on a tour of the site by a senior manager/senior member of staff to see how the risk assessment has been put into place Must read the COVID Fire safety, Invacuation, behaviour policies. 	2	3	8	SMT Senior Staff	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 7.9.20</p>
Supporting pupils with complex needs	Pupils staff	Difficult to maintain social distance within school community.	<ul style="list-style-type: none"> SENDSCO has completed risk assessments and spoke with parents One to one Support if staffing ratios allow Tailored curriculum and timetable 	4	4	16	<ul style="list-style-type: none"> Use of PPE if appropriate. Staff have access to online training on how to wear and dispose of PPE. 	3	4	12	CA, JD, SR	<p>Actioned on 22.5.20 Monitored weekly</p> <p>Completion date: 9.9.20</p>

		Pupils and staff could get hurt by pupils with high anxiety.	<ul style="list-style-type: none"> Re-assess risk assessments – Is it suitable for pupils with complex needs to return during a period of change? SEND pupils invited back on a part time basis to re-establish routines. 				<ul style="list-style-type: none"> Pupils with complex needs to visit school site prior to start date to see set up and how we follow safety rules. Safety rules available in PowerPoint for all pupils. <p><u>WB 8.3.23-</u></p> <ul style="list-style-type: none"> SENDCO to provide additional support for pupils to prepare for transition. Pupils offered review of individual risk assessments 					Updated: 23.2.21
Drop off and pick up times	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Use varied exits and entrances for year group pupils. Open early to support staggered entry and exit Parents maintain 2m distance Staggered drop off and pick up times Use a greater number of entrances and exits All entry and exit points shared via email, twitter and website to parents, pupils and staff. Ask that only 1 parent drops of their children. Mark 2m distance on fences for parents to follow Use of PPE for staff taking children in from parents/carers 	5	4	20	<ul style="list-style-type: none"> Staggered year group start to the academic year to ensure that parents and pupils understand and can follow systems in place. Video for families to show new entrances and exits that will be used in September. Parents to start free-flow drop offs at 8.45-9am Class teachers to leave classroom doors open for children to come in without assistance from an adult. Parents to start free flow pick up from 3.00-3.15 from classroom doors. Communication to reinforce the importance that: parents do not enter the 	3	4	12	SR & SMT MAT leadership	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 9.9.20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>

		school community	<ul style="list-style-type: none"> Contractors sign disclaimer declaring no symptoms Contractor greeted by staff member who ensures when they sign in, they also sanitise hands Contractor reminded to only work in agreed areas Contracting companies to set up own risk assessments and share with Facilities Management at St Bede. 				<ul style="list-style-type: none"> entrance gate at the school reception Visitor to be escorted by member of staff in accordance with safeguarding policy and to ensure knowledge of areas of site entered Essential visitors must read COVID guidance before entering the building and must sign disclaimer. Meetings with parents to be held over the phone or via video call. Contracting companies to set up own risk assessments and share with Facilities Management at St Bede. 					NHS APP Track and Trace QR code poster on display in Reception for visitors to scan if they have the APP. 05/10/20
Large numbers of staff and pupils on the yard and in the hall during break and lunch times	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staggered break and lunchtimes Children eat in hall maintaining 2m distance Use of all yards to support social distancing Staggered break and lunchtimes Designated play areas for groups of children Separate risk assessment for kitchen staff. Created by Catering Manager and shared with St Bede Management Team. 	6	4	24	<ul style="list-style-type: none"> Children receiving a hot dinner will eat in the hall at a designated table for their Year group bubble. Each table will be sanitised before next year group use it. One ways system in hall to limit crossover of bubbles. Children with a packed lunch will eat in classrooms in years 3, 4 & 5 Classroom desks to be sanitised before and after lunchtime. Staggered break and lunchtimes 	3	4	12	MP & Kitchen staff NT Lunchtime lead SR & SMT MAT leadership	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Additional Controls: 2m distance tape placed in front of serving area. Extra clearing stations set up for pupils. Completion date: 16.9.20 Bins placed at end of each table so no crossing bubbles 05/10/20</p>

										<ul style="list-style-type: none"> Designated play areas for groups of children Separate risk assessment for kitchen staff. Created by Catering Manager and shared with St Bede Management Team. <p>WB 8.3.21</p> <ul style="list-style-type: none"> Pupils on school dinners to eat in the hall from Y1-Y6. Packed lunches to eat in the classroom Y1-Y6 					Updated 23.2.21
Supporting social distancing in the classroom.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Desks in classrooms currently in use, placed at 2m distance from Y1-6- . Staff educate pupils about social distancing and what 2m distance looks like. 	3	5	15	<ul style="list-style-type: none"> All rooms in school being used by children from Y3-Y6 to have desks front facing. Staff must maintain physical distancing. Staff educate pupils about social distancing and what 2m distance looks like. Staff also have the option of wearing face masks in classrooms. If staff can not maintain 2m distance from other staff members they must wear a facemask. 	2	5	10	All staff	<p>Actioned wb: 7.9.20 Monitored daily</p> <p>Completion date: 9.9.20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>			
Supporting social distancing in offices.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No more than 2 people working in an office space. Rota used to ensure some staff could work at home to support social distancing on site. Posters placed on office doors of suitable number 	4	4	16	<ul style="list-style-type: none"> Desks facing to be measured to ensure 2m distance If possible, place desks side by side Desks facing at less than 2m distance will contain a screen. 	3	4	12	NG, KB	<p>Actioned wb: 25.5.20 Monitored daily</p> <p>Completion date: 7.9.20</p> <p>Updated 4.1.21</p>			

			of staff allowed in an office at one time.				<ul style="list-style-type: none"> Posters on office doors outlining maximum number of staff that can work in that space. Staff must wear face masks when 2m distance cannot be maintained and in communal areas (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in offices. Wipes provided to wipe down work surfaces. Taped areas outside offices to enable staff to keep at 2m distance if visiting an office. 					Updated 23.2.21
Supporting social distancing in the corridors.	Staff Pupils	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Small number of pupils with staggered timetables ensured only small number of pupils are on corridor at one time. 	4	4	16	<ul style="list-style-type: none"> Tape middle of corridors to create 1 way system for staff and pupils to use. Communicate changes to pupils and staff Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in corridors. Pupils to not work at desks in corridors if 2m distance can not be upheld. 	3	4	12	NG, KB	<p>Actioned wb: 25.5.20 Monitored weekly</p> <p>Completion date: 7.9.20</p> <p>Intervention groups not to be held in corridors. 05/10/20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>
Supporting social distancing in the Hall for dining	Pupils Staff	Difficult to maintain social distancing amongst	<ul style="list-style-type: none"> Staggered lunchtimes Fewer tables used in the hall at 2m distance Table places set for pupils at 2m distance Children served at tables 	5	4	20	<ul style="list-style-type: none"> Only pupils who have hot lunch to eat in the hall in year 3,4 & 5 Packed lunch pupils to eat in the classroom in years 3, 4 & 5 	4	4	16	MP & Kitchen team	<p>Actioned on 8.6.20 Monitored weekly</p>

		school community	<ul style="list-style-type: none"> • Staff clearing plates • Tables cleaned before next group of pupils come into the hall 				<ul style="list-style-type: none"> • Staggered lunchtimes • Designated tables for each year group bubble. • Table places set for pupils to maintain physical distance • Tables sanitised before next group of pupils come into the hall • Tables placed at 2m distance. • Pupils served hot dinners at 2m distance with tape on the floor and additional tables to help serving staff and pupils to maintain 2m distance. • One way system in the hall to limit year group cross over. • Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) in the hall during lunchtimes. 				<p>Additional Controls: 2m distance tape placed in front of serving area. Extra clearing stations set up for pupils. Completion date: 16.9.20</p> <p>Updated 4.1.21</p> <p>Updated 23.2.21</p>	
Supporting social distancing when holding staff meetings and briefings.	Staff	Difficult to maintain social distancing amongst staff during meetings	<ul style="list-style-type: none"> • Only 2 meetings were held in the Summer term • Staff meetings held via teams and in smaller groups that can maintain 2m distance. 	1	4	4	<ul style="list-style-type: none"> • Staff briefing to be held via teams every Friday morning and recorded for those who cannot attend. Consent gained from all staff before recording. • Staff meetings recorded in advance and shared on pdrive/ via teams 	1	4	4	SR & SMT team	<p>Actioned on 7.9.20 Monitored weekly</p> <p>Completion date: 11.9.20</p>

Supporting social distancing for collective worship and assemblies	Pupils Staff Parents	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> No assemblies held One assembly a week-recorded and shared via the school website and intranet. 	1	4	4	<ul style="list-style-type: none"> Unit meetings to be held in smaller groups and in rooms that can accommodate 2m social distancing between adults or held via teams. 	1	4	4	SMT team, Teaching Staff IT staff Admin team	Actioned on 7.9.20 Monitored weekly		
Keeping aerosol virus transmission from singing to a minimum.	Pupils Staff	Potential cumulative build-up of virus particles in the air from those participating	<ul style="list-style-type: none"> Singing in groups of 15 maximum. Singing activities led in an outdoor space. 	1	4	4	<ul style="list-style-type: none"> Children to sing in class bubbles only Ensure the room is well ventilated. children to sing quietly since quiet singing does not appear to carry any additional risk compared to other educational activities. All those singing, including the teacher, to face in the same direction. Limit the time spent on continuous singing activities to 10 mins. 	1	4	4	SMT Team Teaching staff AL	Actioned on 26.11.20 Completion date: 30.11.20		
Supporting social distancing for specialist teachers /Tutors/TAs that move from year group to year group.	Specialist Teachers	Specialist teachers move across year groups and bubbles so may experience	<ul style="list-style-type: none"> Specialist teachers on site in charge of small class bubble. 	4	4	16	<ul style="list-style-type: none"> Specialist teachers/ Tutors/TAs educate pupils in classes that they teach that they must remain 2m distance from pupils. A large box to be taped done at the front of Y2-Y6 classrooms to support 	3	4	12	SMT KB, NG Specialist Teachers	Actioned on 7.9.20 Monitored weekly Updated 23.2.21		

												children's understanding of maintaining social distancing.				
												<ul style="list-style-type: none"> WB: 8.3.21 Specialist teachers to teach live lessons remotely to avoid crossing bubbles- to be reviewed again 29.3.21 				
Support social distancing for small group teaching.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> All staff responsible for bubbles no smaller group teaching. 	3	4	12	<ul style="list-style-type: none"> Tables in small group teaching rooms to be in rows facing forward so that children are sitting side by side. Teacher to be distanced at 2m from pupils Same bubble of pupils to access small group teaching daily. 	2	4	8	SMT CA LC SD GT KB & NG	Actioned on 7.9.20 Monitored weekly Completion date: 7.9.20				
Keeping areas clean and free of infection.	Pupils Staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staff CPD of government guidance for hygiene in schools Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist so that staff can clean before lunchtime to prepare for second group of part time pupils. Bins to be changed at dinner time and at the end of the day Increased cleaning toilets and areas frequently touched during the day. Keep windows & doors open for ventilation as long as this does not 	4	4	16	<ul style="list-style-type: none"> Staff CPD government guidance for hygiene in schools Posters and checklists around school to reinforce hygiene procedures All classes to be given a 'pack' of cleaning resources and checklist so that staff can clean before lunchtime to prepare for second group of part time pupils. Bins to be changed at dinner time and at the end of the day Increased cleaning toilets and areas frequently touched during the day. 	3	4	12	SR, ML, AH Cleaning team	Actioned on 8.6.20 Monitored daily Completion date: 7.9.20				

			contravene safeguarding policy.				<ul style="list-style-type: none"> Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. 					
Keeping staff room areas clean and free of infection	staff	Difficult to maintain social distancing amongst school community	<ul style="list-style-type: none"> Staff to follow hand sanitising procedure before entering the staffroom, after eating or using the toilet Staff to prepare own food and drinks only Staff to wipe down areas they have used Staff to wash, dry and put away anything used Staff to ensure that they follow the staffroom checklist to main high level of hygiene Toilets to be cleaned additionally during the day. Keep windows & doors open for ventilation as long as this does not contravene safeguarding policy. Hand sanitising stations at all entrances and topped up regularly by caretaker. 	4	4	16	<ul style="list-style-type: none"> Posters placed around room to encourage 2m distance in the staffroom. Regular checks that cleaning equipment is readily available Expectations shared alongside checklist in staff briefing (via teams) Staff to wear face masks (Masks should be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE) when they are not eating or drinking. Hand sanitising stations at all entrances and topped up regularly by caretaker Cleaning Team have completed risk assessment and shared with St Bede SMT team. <p>11.1.21:</p> <ul style="list-style-type: none"> Additional staffroom set up in small hall Limit the number of staff in the staffroom to 4. 	3	4	12	SR, DB Cleaning team	Actioned on 7.9.20 Monitored daily Completion date: 11.9.20 Updated 11.1.21
Keeping resources clean	Pupils Staff	If item contains virus such as COVID 19 could spread	<ul style="list-style-type: none"> Children from Y1-Y6 have been given their own resources to use on their desk. Not applicable to EYFS. 	4	4	16	<ul style="list-style-type: none"> Tables from Y1-Y6 to contain resources for individual pupils to use. EYFS & Y1 to remove all soft toys and furnishings. 	4	4	16	SR & SMT MAT leadership NT Lunchtime Lead AL Music Lead JE & DL PE leads	Actioned wb: 25.5.20 Monitored weekly Additional controls:
				6	5	30		5	5	25		

		amongst other users					<ul style="list-style-type: none"> Each class will be provided with playtime equipment that they must be responsible for and clean down daily with provided wipes. Musical instruments must be cleaned after use. Singing and use of woodwind instruments must only take place with 15 children at a time- unless this can be taught outside. PE equipment to be wiped down after use or left for 48 hours before future use. 					Children wearing PE kits all day on PE days. Completion date: 14.9.20
Hand washing & sanitising	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches	<ul style="list-style-type: none"> Pupils educated about effective handwashing requirements Posters around school reminding pupils of importance of handwashing Staff given guidance of key points in the day when pupils hand wash: on entering school, after break times, before eating, after coughing or sneezing. Soap/hand wash available at all sinks PowerPoint to remind children and staff of hand washing protocol on returning to school. 	3	3	9	<ul style="list-style-type: none"> Hand sanitising units available at all key entrances. PowerPoint to remind children and staff of hand washing protocol on returning to school. 	2	3	6	SR & SMT MAT leadership	Actioned wb: 25.5.20 Monitored weekly Completion date: 9.9.20
Respiratory Hygiene	Pupils Staff	If person has virus such as COVID-19 could spread on items/people	<ul style="list-style-type: none"> Children reminded of appropriate hygiene measures: Coughing into arm Using a tissue once when blowing nose or sneezing. 	3	3	9	<ul style="list-style-type: none"> Additional Tissues purchased for each classroom Power Point to remind again children and staff 	2	3	6	SR & SMT MAT leadership	Actioned wb: 25.5.20 Monitored weekly Completion date: 7.9.20

		the person touches or if social distancing not possible	<ul style="list-style-type: none"> Catch it, bin it, kill it Tissues purchased for each classroom Power Point to remind children and staff of hygiene protocol on returning to school. 				of hygiene protocol on returning to school.					
Intimate care for pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches (including faecal to oral transfer) or if social distancing not possible	<ul style="list-style-type: none"> Intimate care policy PPE bought to reduce risk to staff and pupils when changing pupils. 	3	4	12	<ul style="list-style-type: none"> Ensure PPE replenished regularly. 	3	4	12	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily
First Aid for staff and pupils.	Pupils Staff	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> First Aid Policy PPE bought to reduce risk to staff and pupils when administering first aid. 	3	4	12	<ul style="list-style-type: none"> Ensure PPE replenished regularly. 	3	4	12	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily
Mental wellbeing	Pupils Staff Parents	The community experiences a COVID breakout or death. Anxiety and stress caused	<ul style="list-style-type: none"> Learning mentor support Mindfulness Key members of staff trained in bereavement counselling SMT daily well-being checks of staff in school Support leaflet full of advice for mental wellbeing for staff and pupils to be created. 	4	4	16	<ul style="list-style-type: none"> Nurture provision space provided Work with teaching school for mindful techniques Staff to watch DFE webinar 'supporting student and pupil wellbeing' https://youtu.be/MYmBLnSQh3M 	4	3	12	SR & SMT CA MAT leadership	Actioned on 8.6.20 Monitored daily Completion date: 7.9.20

			<ul style="list-style-type: none"> Mindfulness trail for pupils 									
Supporting staff and pupils displaying symptoms.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person touches or if social distancing not possible	<ul style="list-style-type: none"> Assess if pupil or staff member is displaying symptoms. Ask staff member to go home and follow government guidance- 7 day self-isolation/14 days family isolation. Phone pupil's family and ask them to pick up child and follow Government guidance 14 days family isolation. If Covid 19 confirmed via testing, inform RIDDOR Designate 'Parent Meeting Room' to be used as an 'exit' space. Pack of resources stored here for PPE for staff sitting with pupils and for immediate cleaning after pupil/staff member has left. Pass on key information on how to access testing and ask staff member/parents to report back as soon as they know results of testing. 	2	5	10	<ul style="list-style-type: none"> SENDCO to access relevant training to support send wellbeing https://www.sendgateway.org.uk/training-events.html Continue to monitor and update dependent on WHO, PHA & Government recommendations Ask staff member to go home and follow government guidance- 10 day self-isolation. If a child/staff member tests positive for COVID-SMT to phone PHA and consider closing whole year group bubble – according to new government guidance. Deep clean to take place of spaces accessed by a known Covid case. 	2	5	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily
Preventing a spread from a known case.	Pupils Staff Parents	If person has virus such as COVID-19 could spread on items/people the person	<ul style="list-style-type: none"> Pupil/staff member sent home as soon as they display symptoms. If Covid 19 confirmed via testing, inform RIDDOR If a pupil or member of staff is tested and 	2	5	10	<ul style="list-style-type: none"> Continue to monitor and update dependent on WHO, PHA & Government recommendations Ask staff member to go home and follow 	2	5	10	SR & SMT MAT leadership	Actioned on 8.6.20 Monitored daily Updated: 4.1.21

		touches or if social distancing not possible	<p>confirms that they have Covid:</p> <ul style="list-style-type: none"> All pupils and staff that came in to contact with this staff member/pupil must be sent home. Deep clean of the spaces accessed by the staff member/pupil HR/MAT leadership informed. 				<p>government guidance- 10 day isolation</p> <ul style="list-style-type: none"> If a child/staff member tests positive for COVID-SMT to phone PHE and consider closing whole year group bubble – according to new government guidance. 					
Keeping aerosol virus transmission to a minimum.	Staff Pupils Parents	Aerosol transmission of COVID particles	<ul style="list-style-type: none"> Staff wear face coverings in communal areas Staff can chose to wear a visor or face mask. Staff can opt to wear face coverings in the classroom 	4	6	24	<ul style="list-style-type: none"> Staff to wear face masks in communal areas Staff to wear face masks in classrooms and offices where 2m distance cannot be maintained from other staff members Staff can opt to wear a face mask in the classroom Face masks must be snug fitting and 3 layers of material, covering both nose and mouth as recommended by SAGE Fabric masks must be cleaned regularly Disposable masks must not be worn longer than a day. <p><i>*For staff with medical exemption for wearing masks they must contact their line managers/HR and alternative arrangements will be considered</i></p>	2	6	12	SR & SMT MAT leadership	Actioned on 23.2.21
Supporting staff members during pregnancy	Staff	Mitigate risks relating to pregnancy	<ul style="list-style-type: none"> Pregnant members of staff offered individual risk 	3	5	15	<ul style="list-style-type: none"> line manager/HR to develop an individual risk assessments for 	2	5	10	SR & SMT MAT leadership	Actioned on 23.2.21

