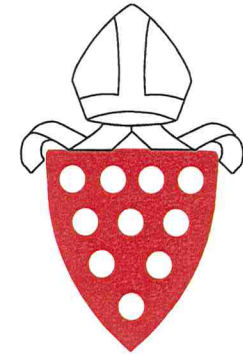




**RISK ASSESSMENT FOR RETURN TO SCHOOL ON  
04 January 2022  
(MAIN SCHOOL AND FOUNDATION UNIT)**



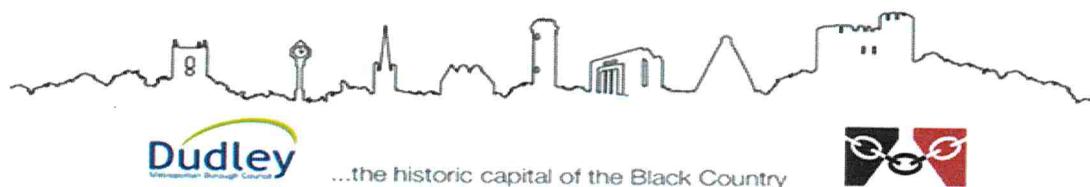
Assessment conducted by: C Robottom	Job title: SBM	Covered by this assessment: <b>Spring Term 2022</b>
Date of assessment: 04/01/2022	Date of next review: 18/02/2022	
Signed on Behalf of the Governing Body	<hr/>	Mrs H Worrall Chair of Governors

The sole purpose of this risk assessment is to support schools in preparing for a full return to school for the Autumn term 2020 **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities.

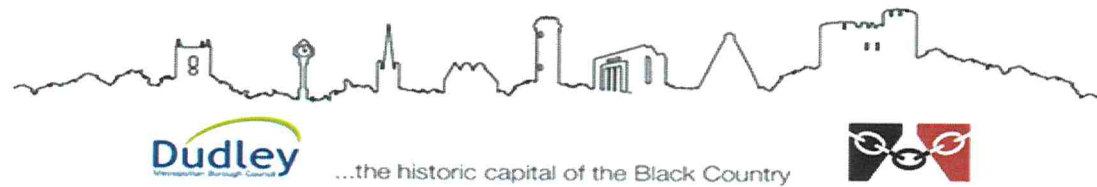
- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school**.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below.
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

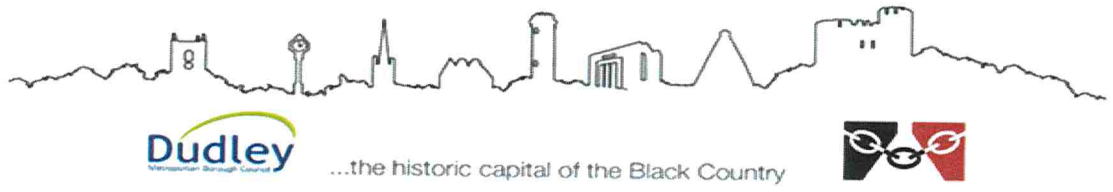
<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>

UPDATES TO RISK ASSESSMENT



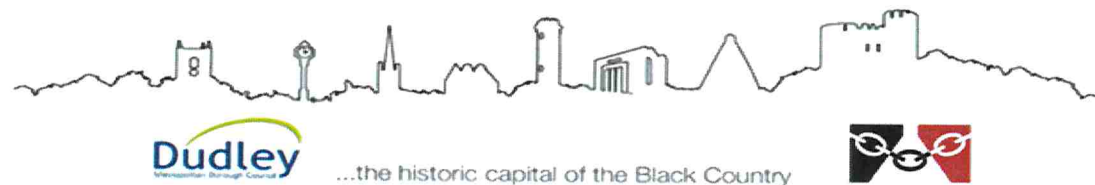
DATE	UPDATE



Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.
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Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Medium	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly.</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms/email/text as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email or text.</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Low	Low	Headteacher, Senior Leaders and SMB	04/01/2022 And ongoing	
Poor communication with parents and other stakeholders	High	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.</li> <li>Headteacher to share risk assessment with all staff.</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul>	Low	low	Headteacher, SLT SBM and Teaching staff	04/01/2022 And ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	Medium	<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> <li>- Covid 19 Outbreak management Plan (Appendix 1)</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>	low	Low	Headteacher, SLT, SBM	04/01/2022	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus at induction.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>Daily electronic briefing issued to staff where necessary</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Poor hygiene practice in school - <b>general</b>	MEDIUM	<ul style="list-style-type: none"> <li>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> </ul>	LOW	Low	Headteacher, SLT, SBM, Teaching Staff, cleaners and caetakers	04/01/2022 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Pupils to wash their hands with soap on entering school in the morning, after going to the toilet, before and after break times and lunchtimes for no less than 20 seconds</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors.</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• The wearing of face masks will be in line with the LA SOP.</li> </ul>					



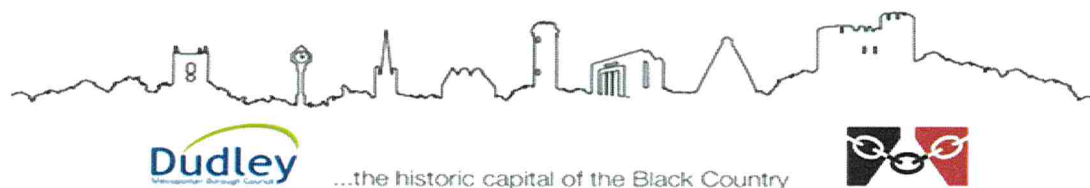
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out additional 10 hours per day cleaning. Classroom sinks are cleaned during break-time. Door handles, doors and toilets are cleaned after break times and after lunchtime. Paper/hand towels and soap are refilled regularly at break time and lunchtime.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	Medium	<ul style="list-style-type: none"> <li>Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>Signing in screen to be wiped over at regular intervals.</li> <li>Staff should use their bar codes to sign in rather than use the touch screen. Fobs should be used to gain access to school and offices rather than use the key pads</li> <li>Areas touched to be wiped down on a regular basis</li> <li>All furniture will be removed from the reception area.</li> <li>Staff can use both the main entrance, year 5/6 and foundation unit entrance to come into school.</li> </ul> <p>As a result, reception staff are protected.</p>	Low	Low	SBM Office staff	04/01/2022 and ongoing	
Poor hygiene practice – specific – office spaces.	Medium	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to wash hands on arrival at school</li> </ul>	Low	Low	Admin Staff, SBM	04/01/2022 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Each individual is responsible for wiping down their own work area before and after use.</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	Low	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus (Appendix 2)</li> <li>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up (Appendix 3)</li> <li>Inform each year group and their parents of their allocated times for the beginning and end of their school day (Appendix 3)</li> <li>Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>All staff to wash hands on arrival in school</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> <li>Breakfast Club will be in operation. Numbers will be limited up to 50 children per session. Emergency bookings will be</li> </ul>	Low	Low	Headteacher, SBM, Teaching staff	04/01/2022	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>assessed on an individual basis and only allowed in extreme circumstances.</p> <ul style="list-style-type: none"> <li>There will be no Collective Worship in either hall until further notice.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor hygiene practice – specific – toilet/changing facilities.	Medium	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron.</li> <li>All changing surfaces to be cleaned before and after each use.</li> <li>Nappies/soiled items to be disposed of in yellow bags.</li> <li>Staff to follow specific intimate care procedures if situation dictates (see intimate care policy)</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	Low	Low	First Aider	04/01/2022 ongoing	
Poor hygiene practice – specific - end of the school day.	Medium	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up</li> <li>Inform pupils and parents of their allocated times for the end of their school day (see appendix 3)</li> </ul>	Low	Low	SLT and SMB	04/01/2022 ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>After School Club will be in operation. Numbers will be limited up to 50 children per session. Emergency bookings will be assessed on an individual basis and only allowed in extreme circumstances.</li> <li>Afterschool club will use the dishwasher as much as possible to wash utensils and plates/cups. Where this is not possible to fit everything in the dishwasher items will be washed by hand in one washing up session by one person and a tea towel will be used to dry the items. This will then be washed before it is reused. While this is not ideal it is impracticable to use disposable hand towels to dry the items.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Ill health in school.	High	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>The LA SOP will be followed.</li> <li>The first aid post will be situated in the ICT room between Miss Powell's and Miss Lamb's classrooms.</li> </ul>	Medium	Low	Headteacher SBM Mrs Phipps	04/01/2022 and ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell</li> <li>• All staff are informed of the procedure in school relating to a pupil becoming unwell in school</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to Mrs Phipps.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to Mrs Lea and is sent home</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the</li> </ul>					



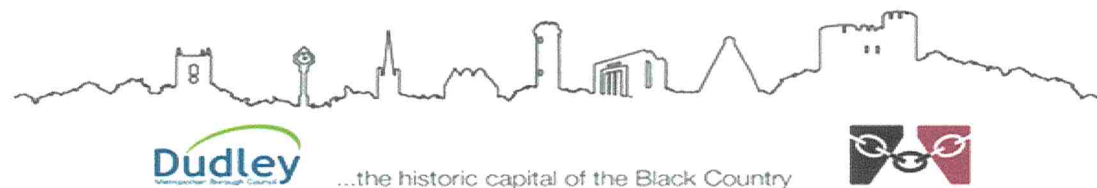
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>supervising adult. If there is a risk of splashing, eye protection should also be worn</p> <ul style="list-style-type: none"> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen</li> <li>• Unwell pupils who are waiting to go home are supervised in the first aid area where they can be at least two metres away from others</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> <li>• If the First Aid area is used for a child with symptoms, the general first aid area will move to the seats outside in the corridor. However, children with symptoms of corona virus must not be seated there.</li> </ul> <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Timetable reviewed and refreshed and programme communicated to teachers and staff</li> <li>• Where possible, pupil movement to be kept to a minimum and specialist teachers to move between allocated classrooms.</li> </ul>	<p>Low</p>	<p>Low</p>	<p>SLT and Teaching staff</p>	<p>04/01/2022 ongoing</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Small group teaching where children have to leave their classrooms is allowed but will be kept to a minimum.</li> </ul> <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	High	<p>The COVID-19 Outbreak Management Plan will come into operation and an informed decision taken with advice from the Public Health Team if needed.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	medium	Low	SLT	04/01/2022 ongoing	
Insufficient staff to run face-to-sessions for pupils.	Medium	<ul style="list-style-type: none"> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place</li> <li>Leaders ensure that cover is in place the instant that staff have to self-isolate.</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	low	Low	Individual staff Members and Headteacher	04/01/2022 ongoing	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	<ul style="list-style-type: none"> <li>Staggered starts are in place for break time and lunchtime.</li> <li>Lunchtime to be staggered for different year groups.</li> <li>Foundation Stage will have their lunches in the Foundation Unit and all children will eat lunches in their classrooms. KS1 will have their lunches in the large hall and KS2 will eat their lunches in classrooms. Tables both in the hall and classrooms to be wiped over once pupils have gone outside</li> <li>Pupils to be supervised in washing hands before and after lunch</li> <li>Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>	low	Low	Teaching staff and Lunchtime Supervisors	04/01/2022 ongoing	
Spread of infection in classrooms/shared areas.	High	<ul style="list-style-type: none"> <li>Year group sizes will be 90 or less.</li> <li>Pupils to be directed to specific seats in classrooms and will only use their designated seats</li> <li>Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>Bins to be emptied daily in classrooms.</li> <li>Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open where it is safe to do so.</li> </ul>	low	Low	Headteacher, SBM all staff	04/01/2022 ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Windows to be opened to provide ventilation.</li> <li>• Pupils/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use.</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li> <li>• Shared teaching resources to be cleaned prior to and after use.</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li> <li>• Staff can use the staffroom to eat lunch but will be encouraged to use the small hall, library and outside spaces (weather permitting) to reduce numbers in the staffroom.</li> <li>• Antibacterial wipes to be in place at photocopiers/shared keyboards/telephones etc</li> <li>• Staff to wear face coverings when in communal areas such as corridors, staff room etc.</li> <li>• CO2 monitors will be used to monitor the quality of air in classrooms and communal areas. This will enable staff to judge when ventilation needs to be increased to allow the virus to dissipate.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor pupil behaviour increases the risk of the spread of the infection.	medium	<ul style="list-style-type: none"> <li>Pupils are reminded of the behaviour policy on their return to school</li> <li>Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	Low	Low	SLT and class teachers	04/01/2022 and ongoing	
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Medium	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	Low	Low	SENCO Class Teachers	04/01/2022 and ongoing	
Increased number of safeguarding concerns reported after the summer holidays.	medium	<ul style="list-style-type: none"> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> </ul>	Low	Low	All staff and DSLs	04/01/2022 ongoing	

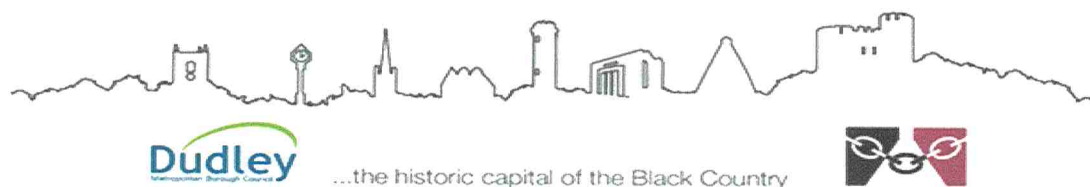
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, safeguarding remains of the highest priority and practice.					
Cleaning is not sufficiently comprehensive.	High	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures</li> <li>An extra 10 hours cleaning a day will take place.</li> <li>The Caretaker and extra cleaning staff to clean sinks, door handles, hand rails and toilets with a disinfectant spray. Gloves to be worn during this and hands washed afterwards</li> <li>Disposable gloves/wipes/sprays are next to photocopiers/printers etc</li> <li>Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets).</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	low	Low	<b>SBM and Cleanng staff</b>	<b>04/01/2022 ongoing</b>	
Contractors, deliveries and visitors increase the risk of infection.	medium	<ul style="list-style-type: none"> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school</li> <li>Agree arrival and departure times with contractors to ensure that there is as little contact with staff or pupils as possible.</li> </ul>	low	Low	<b>SBM</b>	<b>04/01/2022 ongoing</b>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>All contractors/visitors to wash hands / use hand sanitiser either prior to or on entry to the school site</li> <li>Contractors and visitors are directed to specific/designated handwashing facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling delivered items.</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are only permitted to enter the foyer to deliver items.</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Building checks	Medium	<ul style="list-style-type: none"> <li>All water outlets to be regularly run throughout holidays. Water testing has been carried out by HSL on a regular basis and any issues dealt with.</li> <li>Gas supply is secure. Kitchens have been checked and boilers in plant rooms visually checked by caretakers. Regular servicing has taken place.</li> </ul>	<b>Low</b>	<b>Low</b>	<b>SBM</b>	<b>04/01/2022 and ongoing</b>	

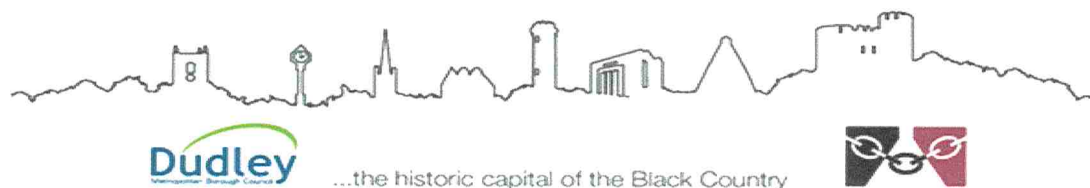
Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Fire alarm, emergency lighting and call points have all been checked and are in full working order. A fire drill will need to be carried out following return to school.</li> <li>Kitchen equipment has all been checked by the provider.</li> <li>Grease trap checked regularly to ensure it is in full working order.</li> </ul> <p>As a result, the building will be fit for purpose and risk to members of the school is minimised.</p>					

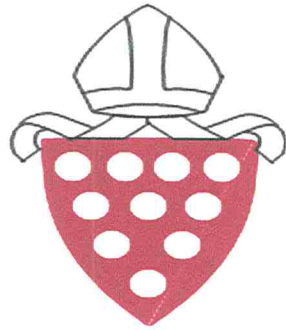
Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-techchildrenology-for-remote-education-during-coronavirus-covid-19>



- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
  - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
  - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
  - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
  - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
  - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
  - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
  - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
  - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- 
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
  - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
  - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
  - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
  - A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
  - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>





**COVID-19**  
**Outbreak Management Plan**  
For  
**JESSON'S CE PRIMARY SCHOOL**

**Last reviewed on:** 10/01/2022

**Next review due by:** 18/02/2022

## 1. Introduction

This Outbreak Management Plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE) and adapted from the template provided by The Key Support Services Ltd and will be used alongside the latest Government Guidance. The DfE's COVID Contingency Framework states that settings should have an outbreak management plan, which describes how they would operate if there was an outbreak in school and when it may be necessary to implement additional measures to help manage a COVID-19 outbreak within the setting.

The purpose of this plan is to prepare for moving forwards with the government agenda. It is a national priority for education and childcare settings to continue to operate as normal during the COVID-19 pandemic.

The measures contained in this plan state the actions we will consider to be implemented in response to the following situations arising and with support and recommendations provided by the local authority (LA), Director of Public Health (DPH), Public Health England (PHE), health protection team or the national government.

It is the role of the Headteacher, Business Manager and Governors to oversee the coordination of this plan.

### Thresholds

- For most education and childcare settings, whichever of these thresholds is reached first:
  - 5 children, pupils, students or staff, who are likely to have mixed closely\*, test positive for COVID-19 within a 10-day period; or
  - 10% of children, pupils, students or staff who are likely to have mixed closely\* test positive for COVID-19 within a 10-day period
- Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection
- In response to a new Variant of Concern (VoC)
- Extremely high prevalence of COVID-19 in the local community / area

### Mixing

\*It is recognised that Identifying a group that is likely to have mixed closely will be different for each setting, but a group will rarely mean a whole setting or year group. We will identify groups using the following:



For early years, this could include:

- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

#### **1:1 Actions to consider:**

When the thresholds outlined above are reached we will review and reinforce the testing, hygiene and ventilation measures we already have in place. Further detail on these can be found in the guidance for each sector located at [cleaning of non-healthcare settings](#)

Dudley Council Public Health will work closely with our setting and provide us with advice and support on a case by case basis, taking into account the local situation. For example; if local rates are extremely high, a response is required to a 'variant of concern' (VOC) and other measures have failed to reduce transmission, then the thresholds for extra action may be higher than set out above.

Where action is necessary to help reduce transmission within our setting, these are the measures which may need to be temporarily introduced include:

- Additional/increased testing. The reintroduction of on-site testing may be advised by our local director of public health for individual settings or small clusters, or in settings across areas where an "enhanced response package" has been deemed appropriate
- Face coverings for staff (who are not exempt) when arriving at setting and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas
- Reintroducing students/children into bubbles and/or consistent groups
- Short term attendance restrictions, such as sending home a class or year group – this would only be advised in extreme cases, and as a last resort where all other risk mitigations have not broken chains of transmission within the setting
- Shielding for vulnerable individuals (shielding can only be introduced by national government)

- If an outbreak occurs, we will work with Dudley health protection team to help identify individuals who may have been in contact with known infectious individuals

## **2. Shielding**

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield to risk assess the need for any additional protective measures in school or arrangements for home working or learning.

## **3. Other measures**

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into setting
- Live performances

## **4. Attendance restrictions**

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### **4.1 Eligibility to remain in setting**

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open only for:

- Vulnerable pupils
- Children of critical workers

#### **4.2 Education and support for pupils at home**

For pupils required to stay at home, we will provide remote education that meets the same quality and quantity of education that pupils would receive in the setting, as outlined in our remote learning plan. For further information please contact school.

If lunch parcels are used, parents will be asked to collect them from school. If FSM vouchers are used they will be ordered from Wonde and will be distributed in the normal way.

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Children who are under the care of the Local Authority and other children deemed vulnerable by the school will have welfare calls in the event of them having to stay at home.

#### **4.3 Wraparound care**

We will limit access to before and after-school activities including wraparound care during term time and holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

#### **4.4 Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or Deputies) can't be on site, they can be contacted remotely by contacting the school office on 01384 816825

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

## Appendix B - COVID Outbreak Management Checklist for Additional Measures

<b>Setting Name / Type:</b>				
<b>Setting Contact(s) and Role(s):</b>				
<b>Number of CYP:</b>		<b>Number of staff:</b>		
<b>Age range of CYP</b>		<b>Number of classes/forms per year group:</b>		
<b>Onset date of outbreak:</b>		<b>Groups/classes/year groups affected:</b>		
<b>Potential Additional Measures</b>	<b>Action</b>	<b>Comments</b>	<b>Review 1</b>	<b>Review 2</b>
<b>Review Risk Assessments</b> <ul style="list-style-type: none"> <li>• Revisit risk assessment for staff with health conditions, pregnant and not fully vaccinated</li> <li>• Revisit risk assessment for CYP with health conditions</li> </ul>				
<b>Enhanced cleaning</b> <ul style="list-style-type: none"> <li>• Promote, encourage and monitor regular hand washing/sanitising</li> <li>• Enhanced cleaning throughout the day across the setting, including all frequently touch points, toilets etc.</li> <li>• Use products used on council's advised list for COVID/infection control</li> <li>• Desks and equipment should be sanitised in between use</li> </ul>				

<p><b>Good ventilation</b></p> <ul style="list-style-type: none"> <li>• Doors and windows are kept open in classrooms, staff rooms, offices, halls etc</li> </ul>				
<p><b>Restrictions on mixing for most affected groups:</b></p> <ul style="list-style-type: none"> <li>• Staggered start/finish times</li> <li>• One-way corridors/exits</li> <li>• Allocated toilet facilities</li> <li>• Staggered break/lunchtimes</li> <li>• Assemblies</li> <li>• Lessons (strict seating plans, limit different classes mixing for lessons/activities)</li> <li>• Wrap around childcare</li> <li>• After school activities e.g., sports clubs</li> <li>• Inter/intra school competition</li> <li>• School/coach trips</li> <li>• School transport, if possible</li> <li>• Reduce movement in classrooms</li> <li>• Increase time outdoors</li> <li>• Social distancing</li> </ul>				
<p><b>Communication with parents</b></p> <ul style="list-style-type: none"> <li>• Communicate with parents to promote measures</li> <li>• Use template letters</li> </ul>				








<p><b>Testing</b></p> <ul style="list-style-type: none"> <li>Promote and review uptake of twice weekly LFTs for staff and students where applicable</li> <li>Increase uptake of home LFT testing</li> <li>Send letter to group/class to advise to PCR test when large outbreak threshold met</li> </ul>				
<p><b>Limit or stop:</b></p> <ul style="list-style-type: none"> <li>Large assemblies</li> <li>Residential / day visits</li> <li>Open days/transition/ taster days</li> <li>Parental attendance</li> <li>Travel on coaches</li> <li>Live performances</li> <li>Use of staff room</li> <li>Face to face staff meetings</li> </ul>				
<p><b>Contact tracing</b></p> <ul style="list-style-type: none"> <li>Notify Dudley Council PH of any staff 'close contacts' to ensure unvaccinated staff are self-isolating*</li> </ul>				
<p><b>Vulnerable CYP:</b></p> <ul style="list-style-type: none"> <li>In the event of isolation or class closure requirements, consider measures for vulnerable CYP</li> </ul>				

<b>Vaccinations:</b> • Promote vaccinations				
<b>Completed by:</b> <b>Date:</b>				

*\*A risk has been raised regarding the current reliance on the Test and Trace system to identify staff who have had close contact with a positive case in education and childcare settings.*

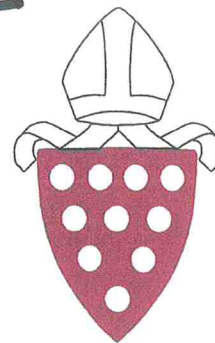
*This risk has been discussed at the Dudley Education Test and Trace sub-group and following this, the Director of Public Health for Dudley advises that setting leaders (supported by their designated Health & Safety competent person) should support the contact tracing of staff members who are contacts of a positive case within a setting.*

## Appendix C

Type	Definition	Early Years	Primary	Secondary	Special	Colleges
Single case	Isolated case	No action	No action	No action	No action	No action
Cluster	Single cases in multiple classes /groups not linked via the setting within a 10 day period (all confirmed by PCR)	No action	<p>However, if there is one or more positive cases (confirmed by PCR) in each year group, within a 10 day period a warn and inform letter should be sent to all parents.</p> <p> primary warn &amp; inform parent letter.</p>	<p>However, if 50% or more of form groups in one year have at least one positive case (confirmed by PCR), in a 10 day period a 'warn and inform' letter should be sent to <b>all</b> parents with children in the affected <b>year group</b>.</p> <p> secondary warn &amp; inform parent letter.</p>	<p>However, if there are one or more positive cases (confirmed by PCR) in each year group, within a 10 day period a warn and inform letter should be sent to all parents.</p> <p> special school warn &amp; inform parent lett</p>	No action
Small outbreak	2 or more CYP or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period (all confirmed by PCR) For Primary, Secondary and Colleges numbers should be less than 5 or 10% of a group),	Parents with children in the affected group/cohort should be notified for information only.	<p>Parents with children in the affected group/cohort should be sent a warn and inform letter.</p> <p> primary warn &amp; inform parent letter.</p>	<p>Parents with children in the affected form/group/cohort should be notified for information only.</p> <p> secondary warn &amp; inform parent letter.</p>	<p>Parents with children in the affected group/cohort should be notified and issued with the large outbreak letter</p> <p> special large class outbreak letter.docx <i>(testing is not advised for children aged 4 and under in this situation)</i></p>	<p>Parents with students on the affected course/group/cohort should be notified for information only.</p> <p> college warn &amp; inform parent letter.</p>



Large outbreak	5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <b>or</b> 10% of children or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period (all confirmed by PCR)	Parents with children in the affected group/cohort should be notified for information only, if a warn and inform letter has not been sent already as part of this outbreak.	Parents with children in the affected group/cohort should be notified and issued with a letter reflecting new guidance (SOP V4 templates can be used as a guide)  <i>(testing <b>is not</b> advised for children <b>aged 4 years old and under</b> in this situation)</i>	Parents with children in the affected group/cohort should be notified and issued with a letter reflecting new guidance (SOP V4 templates can be used as a guide)  If 50% of form groups in one year have 10%+ positive cases the large outbreak letter should be sent to <b>all</b> parents with children in the affected <b>year group.</b>	As above	Parents with children in the affected group/cohort should be notified and issued a large outbreak letter reflecting new guidance (SOP V4 templates can be used as a guide)
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Dear Parents and Carers,

We would like to take this opportunity to welcome you back to this new 2021/2022 academic term. Please be assured that we will as always strive to ensure your child receives the help and support they need to ensure a successful year. In order for this to happen it is important for you to play your part by maintaining good communication between school and home and I would like therefore to remind you of the following;

- Please report any changes to personal information including address or contact numbers/details.
- Please remember to report any medical issues including medication.
- Please provide evidence of illness when at all possible so that we are in a position to authorise absence.
- Please ensure the correct dress code.
- Please ensure your child attends punctually each day.
- Please remember that taking holidays in term time will affect your child's schooling as much as any other absence. ***There is no automatic entitlement in law to take a term time holiday.*** Leave of absence shall not be granted unless the parents can prove '***exceptional circumstances***'. All applications must be made in writing at least **5 school days** prior to the requested leave date. (Please see our Attendance Policy for details or ask at the school office).

We are grateful for the support we receive from parents and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day. The pupil attendance target for primary schools is 96%.

Please remember, frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

### **Attendance in relation to coronavirus (COVID 19):**

School follows guidance from the Department for Education and Public Health; Recording attendance addendum (July 2021) and Schools COVID-19 operational guidance (August 2021). Key attendance points are:

**Attendance is mandatory.** The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- the duty on local authorities to put in place arrangements for identifying, and to follow up

with, children missing education

- All clinically extremely vulnerable children and young people should attend school unless they have been advised by their pediatric clinician or other specialist not to attend.
- If anyone in school develops [COVID-19 symptoms](#), however mild, school should send them home and they should follow public health advice.
- In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test.
- School will follow up with families if we are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

#### **If your child has symptoms of COVID-19:**

- We ask parents and children to follow the NHS advice of “When to self-isolate and what to do”
- If your child has any symptoms of COVID-19 they should self-isolate and have a PCR test.
- Parents are to notify the school of the PCR results and date of return to school.

Pupils who are a close contact of someone who has tested positive for COVID-19 **do not need to self-isolate**. They should instead get a PCR test; and should only self-isolate if they test positive.

#### **Infection Control Guidelines:**

We would be grateful if you would note the following guidelines from the Health Protection Agency that states the following:-

“.....children with gastrointestinal illness (i.e diarrhoea/vomiting) should remain off school for 48 hours after the symptoms have abated” **if you believe there to be a sickness bug.**

If there **is** a sickness bug; we ask that, in fairness to both children and members of staff, you abide by this guideline and do not send children back to school earlier than **48 hours** after the last episode of sickness/diarrhoea.

Naturally children may be unwell or sick for other reasons such as digesting food too quickly, running around after they have eaten etc. In these circumstances there is **NO NEED** to keep your child at home for 48 hours. If in doubt, please contact school and ask for directions.

If the child is taken ill within school; to avoid the spread of illness, parents will be contacted and asked to collect them.

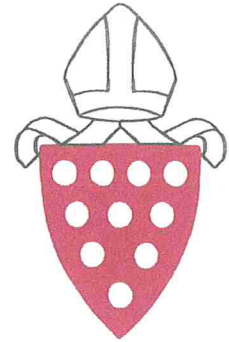
We will continue to emphasise the importance of regular and thorough handwashing within school.

Yours sincerely



Mrs S Lea

Headteacher



Dear parents/carers

Unfortunately in September, we will be greeted without the wonderful Mrs Macklin in the office. Mrs Macklin has been part of the Jesson's family for over 20 years (I am not allowed to say how many years !!), it is now time for Mrs Macklin to have an extra-long lie in and to spend time with her own family. She will be missed by us all more than she knows, and I am sure you will join us in saying thank you for all her hard work, kind words and loving smiles.

## **Information for September 2021**

We are looking forward to the start of another new year, after such a challenging last year, we are really looking forward to starting the new year afresh.

### **All children return back to school on Monday 6<sup>th</sup> September 2021.**

We will still very much be working under the guidance from the DfE. However, following the survey that we sent out to parents, from September, we will be introducing the new 'drop and go' system in the mornings.

All children can be dropped off to their new classrooms between 8.45am and 9.00am. The class teacher will be in the classroom and there will be staff on all gates and on the internal doors leading into school. Gates will be closed promptly at 9.00am. The finishing times for the children will then be as follows:

**Reception – 3.05pm**

**Years 1 and 2 – 3.10pm**

**Years 3, 4, 5 and 6 – 3.15pm.**

Please note that if you are late collecting your child from school, they will be taken to After School Club and a fee will be charged. We do accept that from time to time there may be an emergency situation, which we can be flexible about. If you feel that you may struggle to collect your child on time, then please make an application for after school club place.

Children will at last be accessing a normal curriculum in September. Children will be able to bring into school their lunch boxes, water bottles and school bags. Hygiene routines will remain unchanged and frequent hand washing and cleaning surfaces will remain in place to reduce the spread of the virus.

Children will need to wear full school uniform and will require a school PE kit (white t-shirt, black pumps/trainers and black shorts/jogging trousers). PE arrangements will remain the same as this year, children will be allowed to wear their PE kit for the whole day on their allocated PE day.

**PE Days are as follows:**

**Monday – Reception and Year 3**

**Tuesday – Years 1 and 2**

**Wednesday – Year 4**

**Thursday – Year 5**

**Friday – Year 6**

**PE will not start until the week beginning Monday 13<sup>th</sup> September.**

**Breakfast Club and After School Club will reopen on Monday 6<sup>th</sup> September. You will need to apply for a place and payment is required promptly.**

**Please be assured that we will as always strive to ensure your child receives the help and support they need to ensure a successful year. In order for this to happen it is important for you to play your part by maintaining good communication between school and home and I would like therefore to remind you of the following;**

- Please report any changes to personal information including address or contact numbers.
- Please remember to report any medical issues including medication.
- Please provide evidence of illness when at all possible so that we might be able to authorise absence.
- Please ensure the correct dress code.
- Please ensure your child attends punctually each day. If your child is going to be absent from school, please make sure you contact the school office before 8.45am, on 01384 816825.
- Please remember that taking holidays in term time will affect your child's schooling as much as any other absence. *There is no automatic entitlement in law to time off in school time to go on holiday.* Leave of absence shall not be granted unless the parents can prove 'exceptional circumstances'. All applications must be made in writing at least 5 school days prior to the requested leave date. (Please see our Attendance Policy for details or ask at the school office)

**We are grateful for the support we receive from parents and good attendance will ensure that your child can reach his/her full potential. To achieve this, your child needs to attend school every day.**

**Finally, thank you for all of your support during these challenging times and we wish you all a safe and happy holiday.**

**Yours sincerely**

*S. Lea*

**Mrs S Lea  
Headteacher**