

Ian Ramsey CE Academy Whole School Return COVID-19 Risk Assessment

Assessor	Print Name: Lisa Cockburn	Employee	All Dayspring Trust Employees	7 th March 2021
	Agreed by: Trust Executive Team and Directors			29 th March 2021
Persons Affected Individuals or Groups		Whole School Community		
<p style="color: red;">Consultation -The Covid-19 Risk Assessment and associated COVID Policy has been shared with union representatives, Board of Directors and staff members.</p>				
<p style="color: red;">Communication -The Covid-19 Risk Assessments have been shared with the whole staff team.</p> <p style="color: red;">The school have more than 50+ members and staff and to comply with the current Guidance for full opening: schools in the Autumn Term 2020 and to ensure compliance with the Health and Safety Executive (HSE) a copy of this risk assessment has been placed on the school website.</p>				
<p style="color: red;">COVID-19 is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. The virus is thought to spread mainly from person-to-person.</p> <ul style="list-style-type: none"> • Between people who are in close contact with one another (within about 6 feet). • Through respiratory droplets produced when an infected person coughs, sneezes, or talks. • These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. • COVID-19 may be spread by people who are not showing symptoms. 				
<p>In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. The school are following the guidance Guidance for full opening: schools</p> <p>Public Health England advise the following control measures to minimise coronavirus (COVID-19) risks in school environments;</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • robust hand and respiratory hygiene • enhanced cleaning arrangements • active engagement with NHS Test and Trace • formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimize potential for contamination so far as is reasonably practicable <p>Public Health England are actively supporting schools. If schools have a query about coronavirus (COVID-19) they can contact PHE helpline, lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends-If you work in a school, please have your unique reference number (URN or UK PRN) available when calling the helpline- DfE coronavirus helpline -Telephone 0800 046 8687</p> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to COVID-19: cleaning of non-healthcare settings guidance. All relevant guidance is located in Appendix 1 - links are subject to updates as required.</p>				

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Risk Assessment Updates – please note that details of all updates to this document will be included here for your convenience. Previous versions of the Covid-19 risk assessment are available upon request. This is an active document. Please click the links to take you to the relevant area in the document.

Date	Update Area	Details
01/04/2021	Test & Trace Support Payment	Addition of a Test and Trace support payment area. Payment for some school staff, parents and carers is available from the Local Authority. Government guidance and contact details on how to apply for this funding can be found here .
01/04/2021	CEV & CV expectations	Changes to expectations for CEV and CV pupils and staff . Shielding advice has been paused from 1 st April 2021 and all CEV and CV pupils and staff previously shielding can return to school. Risk assessments should be updated where necessary. Government guidance can be found here .
01/04/2021	Educational Visits	Update to guidance and restrictions for educational visits . Government guidance can be found here .
01/04/2021	Extra-curricular activity	Update from 1 st April 2021 regarding extra-curricular out of school hours provision. Government guidance can be found here .
01/04/2021	Physical Education	Update to options for the PE curriculum, team sports and use of professional coaches. Government guidance can be found here .

[Update](#)-Changes made to the systems of controls.

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.

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- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice

Added- [The school are following Schools coronavirus \(COVID-19\) operational guidance](#)

Added- An infected person can pass on the virus through talking, breathing, coughing, or sneezing even if they do not have any symptoms.

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Hazards/Issues	Risk Rating H/M/L (before)	Controls already in place	Further Action required	Risk Rating H/M/L (after)	By Whom & When
1. Staff and Pupils and the wider school community					Back to contents
NHS COVID-19 Vaccination	H	<ul style="list-style-type: none"> -COVID-19 vaccination programme has commenced in the local community. -Priority groups have been identified by the NHS and the community are being vaccinated in priority order. -Staff and pupils that have been identified as CEV/CV have been included in the priority groups identified. -Details maintained of staff who have had their vaccination (as and when informed). 	<ul style="list-style-type: none"> -Staff to update school when they have had the vaccination (voluntary). 	L	NHS
Asymptomatic Testing-Lateral Flow Device (LFD) Testing in School/ Home testing	H	<ul style="list-style-type: none"> -Current guidance followed - Rapid testing remains a vital part of the plan to suppress the virus. The academy is following the guidance set out by the government: Secondary schools and colleges -Pupils were asked to take their in school first 3 tests in school under the supervision of a trained operator. - All tests were carried out in school prior to whole school return date of 10th March 2021. -Further tests will be carried out by themselves using a home test kit. Move to twice-weekly testing. 	<ul style="list-style-type: none"> -Registers were maintained to ensure that staff and pupils who have given consent are participating in the testing programme, taking sickness absence into consideration. -Parents/Carers to be contacted and made aware that Rapid lateral flow testing is now available to households and bubbles of school pupils and staff. -Parent/Carers to be advised to inform the school if their child has tested positive for COVID-19 in the last 90 days. - It is not advised that they take part in the LFD testing programme until the 90-day period has lapsed. 	L	Head teacher

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	<p>-Pupils will report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions.</p> <p>-850+ number of pupils participated in the LFD testing process.</p> <p>-30+ number of staff are participating in the LFD testing process.</p> <p>-Participation in the LFD testing programme is voluntary for staff and pupils in secondary and special schools.</p> <p>- Pupils not undergoing testing should attend school from Wednesday 10th March 2021.</p> <p>-Staff not participating in the LFD testing programme can return to work.</p> <p>-Specific LFD Testing risk assessment in place for ATS testing and Home testing.</p> <p>-The LFD testing programme does not replace the current testing policy for those with symptoms;</p> <p>-Anyone with COVID-19 symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately in line with current guidance.</p> <p>-Staff, Parents/Carers are aware that those presenting COVID-19 symptoms are to order a test online or visit a test site to take a lab-based</p>	<p>-Pupils/Staff with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.</p> <p>-Those Pupils participating in the LFD testing programme can return to face-to-face education on Wednesday 10th March 2021. Vulnerable & Key Worker (V&KW) pupils may return to education following their first negative test.</p> <p>-Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).</p>		
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		<p>polymerase chain reaction (PCR) test to check if they have the virus.</p> <p>-The Academy will retain minimal testing capacity on site where required to support pupils unable or unwilling to test themselves at home.</p> <p>-Pupils and Staff can opt in and out of the LFD testing programme at any time.</p>			
COVID-19 Outbreak		<p>- 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may indicate an outbreak.</p> <p>-Attendance team to maintain register of absences where COVID-19 is suspected and raise concerns immediately to the Head Teacher/Operations Manager.</p>	-Trends identified and where need identified reported to the Local Authority Public Health Team.		
2.Maintaining hand and respiratory hygiene on the school site					Back to contents
Maintaining the system of controls	H	- Pupils, staff, and other adults are aware they must not come into the school if:	-Re-brief on 10 th March to remind staff and pupils of the systems of control that	L	

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<p>put in place for full school opening</p>		<p>-They have one or more coronavirus (COVID-19 symptoms) a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms.</p> <p>-They are required to <u>quarantine having recently visited countries outside the Common Travel Area</u></p> <p>-They have had a positive test they must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> -The start of their symptoms -The test date, if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>-The school identifies close contacts and they are informed to self-isolate for 10-days.</p> <p>-Separate risk assessment in place for Staff and Pupil LFD testing school and home testing.</p>	<p>are in place to ensure the safety of the whole school.</p> <p>-Staff members to be issued with the updated 12 points of System of Control which make up the systems of control within the school environment.</p> <p>-Staff, pupils and visitors to wash their hands regularly /where hand washing is not always available the application of hands sanitiser-</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from break periods • when they change rooms • before and after eating <p>-Refresh staff and pupils of the principles of Catch it, bin it kill it.</p> <p>-Ensure that staff and pupils adhere to seating plans that have been put in place for year group bubbles/class bubbles, including those in the dining hall (pupil allocated numbers are on tables and pupils sit in this seating plan at all times).</p> <p>-Pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, individual risk assessments to be reviewed on their return to school.</p> <p>-Reiterate to pupils to follow, where possible Hands-Face-Space:</p>		
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			<p>-HANDS - Wash your hands regularly and for 20 seconds.</p> <p>-FACE - Wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet.</p> <p>-SPACE -Year groups have been placed in in bubbles and seating plans put in place so that close contacts can be identified throughout the school day (including numbered lunch seats).</p> <p>-Pupils will move their own rubbish and food tray to clear their table. Pupils will leave their seats when directed to by a member of staff.</p> <p>-Pupils and staff to be reminded that where possible stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors) especially when travelling to and from the school site and moving about the school building.</p> <p>-Review the cleaning schedules put in place in classrooms and around the school site and resources that are used in subject areas.</p> <p>--Supporting pupils at school with medical conditions guidance followed.</p>		
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Ventilation	H	-Continue to follow all guidance on ventilation provided in the Autumn term.	<p>All staff are to be reminded that;</p> <ul style="list-style-type: none"> -Buildings to be well ventilated prior to and following the school day. -Classrooms, offices, and corridor areas etc. are to be well ventilated prior to the start of the school day, during lesson periods and when the classroom is unoccupied. -Windows to be opened just enough to provide constant background ventilation. -Where available high-level windows opened in preference to low level windows to reduce draughts. -Windows are opened fully during break and lunchtime periods to purge the air in the workspace. -Internal doors opened to assist with creating a throughput of air. -Where need identified external doors opened where safe to do so. 	L	All Staff

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			<p>-Where need identified furniture re-arranged.</p> <p>-Mechanical ventilation systems used where available – they are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance systems adjusted to full fresh air.</p> <p>-Where fresh air is not available, then systems should be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply).</p> <p>-The HSE guidance for ventilation is followed.</p> <p>-Heating used to ensure comfort levels are maintained in the school building.</p>		
Cleaning resources/hand sanitiser	H	-Robust cleaning schedules in place for the whole school and resources located within each classroom/office/communal area.	<p>-Full Stock check to be carried out on resources available/stock currently held.</p> <p>-Stocks to be replenished where need identified.</p> <p>-Ensure that hand, cleaning, and respiratory stations are located in each classroom/offices/halls etc. and at strategic points around the school site.</p>	L	Head Teacher

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			-Ensure that COSHH assessments are shared with staff who are using products on a daily basis.		
Face Coverings	H	<p>In March 2021, the government issued further guidance on the use of face coverings in education. This guidance can be found here:</p> <p>Face coverings in schools guidance and Face coverings in education.(in years 7 and above)</p> <p>In this guidance, the government state that:</p> <p>‘Where pupils and students in year 7 and above are educated, we recommend that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Face coverings do not need to be worn by pupils and students when outdoors on the premises. In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons’.</p> <p>Therefore, in line with previous risk assessment;</p>	<p>-Staff and pupils to be reminded that;</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning/sanitising of hands before and after touching – including to remove or put them on • safe storage in individual, sealable plastic bags between use. <p>-Staff and pupils to be advised that where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>-A small stock of re-usable face masks are available where required to ensure that pupils have washable masks available. Two masks will be provided to pupils who arrive at school without a mask. Pupils must have a mask with them at all times and parents/carers should ensure this is the case.</p> <p>-Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial</p>	L	Head teacher/Staff

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	<ul style="list-style-type: none"> - Face coverings will be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. - Face visors can be worn by staff, but in communal areas, staff must wear a mask/face covering at all times. They may choose to also add a visor if they prefer. -It is recommended that face coverings are worn in classrooms or during activities unless social distancing can be maintained. <u>This is parent/carer and pupil choice.</u> -Face covering should not worn if it would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. -Face coverings do not need to be worn by pupils when outdoors on the premises. -Face coverings do not need to be worn by pupils when outdoors on the school site. -The use of Face Coverings in Education will be reviewed by the government at Easter. 	<p>expression to communicate, can be worn.</p> <ul style="list-style-type: none"> -Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. A list of pupils and staff who are exempt is maintained by the SEND department. -A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth. -Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should always be cleaned appropriately. All staff have been reminded that face coverings (masks) must be worn if using a visor in corridors and public areas. 		
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<p>LFD/COVID-19 Positive result</p>	<p>H</p>	<p>- Public Health have advised that LFD positive test is acted upon as a Covid positive case as the purpose is to break the chain of transmission as soon as possible. Although there is a possibility of a confirmatory PCR coming back negative, it is more likely to confirm the positive status.</p> <p>-Head teachers report the confirmed case to the Local Authority Public Health Team.</p> <p>-Close contacts are identified and asked to self-isolate for 10 days alongside the positive case. Close contacts are defined as;</p> <p>-Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</p> <p>-Anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:</p> <ul style="list-style-type: none"> • Face-to-face contact including being coughed on or having a face-to-face conversation within one metre. • Been within one metre for one minute or longer without face-to-face contact • Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day • Travelled in the same vehicle or a plane 	<p>-Where a staff member/pupil LFD test is positive (from a home test) they are to self-isolate and arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was a home test.</p> <p>-If a confirmatory PCR comes back as negative and staff member/pupil have no symptoms, then they can stop isolating.</p> <p>-The school identifies close contacts of the staff member/pupil to self-isolate based on a positive home test LFD. If a confirmatory PCR comes back as negative and close contacts have no symptoms, then they can stop isolating.</p> <p>-Those with a negative LFD test result can continue to attend school if they are free from symptoms.</p> <p>-In school testing: Where a pupil LFD test is positive they are to self-isolate for 10 days (from symptoms or positive test) and close contacts identified and instructed to self-isolate. There is no need to take a PCR test.</p> <p>-The pupil is isolated and their parents/carers contacted to collect them immediately. The pupil isolates for 10 days.</p> <p>-Parent/Carers to be made aware, where need identified:</p>	<p>L</p>	<p>Head Teacher</p>
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			<ul style="list-style-type: none"> • They could be fined if you do not self-isolate following a notification by NHS Test and Trace. <p>-Parents/Carers and Staff may be entitled to a one-off payment of £500 through the NHS Test and Trace Support Payment scheme if they are required to stay at home and self-isolate.</p>		
4. Staff and Pupils accessing vehicles to travel to and from the school.					Back to contents
Transport on and off the school site.	H	<ul style="list-style-type: none"> - 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 <u>public transport</u> 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, <u>will not apply</u> on dedicated school transport. - Face coverings are compulsory (unless exempt) and should be worn by all pupils on all public transport. Distancing should be maintained, from people outside of own household or support bubble. A one metre plus approach should be maintained where this is not possible. - Ian Ramsey have dedicated transport which will be managed by the Local Authority in March 2021. After Easter, Ian Ramsey will 	<p>-Fresh air (from outside the vehicle) through ventilation, is to be maximised, particularly through opening windows and ceiling vents.</p> <p>-School minibuses are not used at this time.</p>	L	Office Manager/Local Authority

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		<p>resume management of the transport provision, where applicable.</p> <ul style="list-style-type: none">- Pupils must wear a mask, sanitise on entry and exit to the bus, practice social distancing while queuing and are seated to travel in year group bubbles – in dedicated seats.- Close contact with the transport company allows regular additional cleaning. Windows open for ventilation.- Pupils will be seated within their year group bubbles while on the bus and those pupils closest to the driver will get off the vehicle first, ensuring social distancing where possible.- Pupils will be met by a member of staff at the identified points on the school site. Face coverings must be worn until pupils arrive in their classroom, where they can choose to remove them if they wish.- Pupils will enter the building through community entrance when they arrive at school. Pupils will practice social distancing and will line up in their year group bubbles.- Pupils will use the Accessible toilets in Community entrance to use the facilities and wash their hands before walking to their tutor group. The bathroom facilities will be cleaned in between each year group bubble.			
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		<ul style="list-style-type: none"> - Transport arrangements for individual pupil needs will be included in individual pupil risk assessments. - Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and other pupils when accessing the vehicle. - Parents/Carers are to ensure that pupils are to wash their hands for <u>20 seconds</u> prior to leaving their home. - Pupils not able to wash their hands/apply hand sanitiser are to be supported by Parents/Carers to wash their hands prior to leaving for school. - LA Transport team to be made aware of challenging behaviours that pupils may exhibit, which may put themselves or the driver at risk. 			
5. Staff/Pupil, family member who maybe at increased risk					Back to contents
Pupils who are Clinically Extremely Vulnerable or Clinically Vulnerable	H	<ul style="list-style-type: none"> - Shielding advice is being paused nationally from 31 March 2021. - From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. 	<ul style="list-style-type: none"> -Review of pupil individual risk assessments in place to manage identified pupils underlying health conditions. -Review the First Aid Risk Assessment to ensure all pupils medical needs are met. 	L	<p>SEND Team</p> <p>Operations Manager</p>

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		<ul style="list-style-type: none"> - Pupils who live with someone who is CEV should continue to attend school as normal. - Updated government guidance (26th March) can be found here. 			
Staff who are Clinically Extremely Vulnerable or Clinically Vulnerable	H	<ul style="list-style-type: none"> - Shielding advice is being paused nationally from 31 March 2021. - All CV staff can attend school from 1st April 2021 (including those who were issued with a shielding letter). - While in school, CEV staff must follow the system of controls to minimise the risks of transmission. - Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home <p>-LFD home testing available to all staff and pupils.</p> <p>-CEV staff risk assessments in place.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p>	<p>-Review the risk assessments put in place for CEV/CV staff where required. Staff to contact Lisa Cockburn if they feel their risk assessment requires an update.</p> <p>-CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission and the social distancing guidance.</p>	L	<p>Head Teacher / Operations Manager</p> <p>All staff</p>
6. New and Expectant mums in the school community					Back to contents
Pregnant staff / visitors	H	-Guidance in place- Coronavirus (COVID-19): advice for pregnant employees .	-Pregnant staff are defined as Clinically Vulnerable, in some cases they may be defined as Clinically Extremely Vulnerable	L	

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		<p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</p> <p>-HSE</p> <p>-Where need identified New and Expectant Mum risk assessments completed.</p> <p>-Who's at higher risk from coronavirus guidance followed.</p> <p>-Visitors who are pregnant must inform the academy and discuss a risk assessment prior to their visit to the school. The Regular Visitor Risk Assessment must be followed in line with system of controls.</p>	<p>-Review the New and Expectant Mum risk assessment that was put in place when they returned to school in the Autumn Term.</p> <p>-Risk Assessments should be reviewed in line with the HSE guidance for pregnant staff and Coronavirus (COVID-19): advice for pregnant employees.</p> <p>-Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is to be shared with pregnant staff.</p>		
7. Non-school staff working in the building					Back to contents
Agency Supply and Peripatetic Staff	H	<ul style="list-style-type: none"> - The government have confirmed that the use of supply teachers and staff is permitted. - Supply staff and other temporary or peripatetic staff (e.g. music teachers) can move between schools. Such staff and visitors must follow the academy's arrangements for managing and minimising risk based on the system of controls. - Agency and Peri staff will be offered LFT home tests should they wish to participate and will be asked to test in line with the system of controls for mainstream staff. (Sunday and Wednesday night). 		L	Head Teacher

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		<ul style="list-style-type: none"> - All agency and peri staff should inform school if they develop symptoms or test positive for COVID. 			
Initial Teacher Training Students	H	<ul style="list-style-type: none"> - ITT trainees can continue to attend the academy for their placement. - Trainees will be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place in the academy. - Allocated a class/year group to work with within the school. - ITTS staff receive a full induction and shown how to wash their hands for 20 seconds and advised on good respiratory hygiene. - Shown welfare facilities available to Staff members. - Shown own workspace (where applicable) - Reminded what the symptoms of COVID-19 are. - Mentor provided who will support them throughout their time in school. - Provider observations can carry on throughout the pandemic in line with system 		L	Head Teacher

Ian Ramsey CE Academy Whole School Return COVID-19 Risk Assessment

		of controls . See regular external visitor risk assessment.			
External Staff supporting pupils with EHCP's	H	<p>-Face covering guidance followed.</p> <p>-Face coverings in schools guidance and Face coverings in education.(in years 7 and above</p> <p>-Therapists and external support staff must confirm that they are symptom free prior to entering the academy (using Invenry system).</p> <p>-Regular therapists and external support staff will be offered home LFT tests on a voluntary basis.</p>	<p>-Therapists and external support staff to be advised that they will need to wear face coverings when on the school site where 2 metre social distancing cannot be maintained.</p> <p>-All therapies and external support that would normally be in place for children and young people with EHC plans to be provided.</p> <p>-The reviewed Full School COVID-19 risk assessment to be shared with agencies working within the school.</p> <p>-The Regular Visitor Covid-19 Risk Assessment document to be shared with agencies working within the school.</p>	L	Head Teacher
8. Subject area needs					Back to contents
Maintaining the systems of control	H	<ul style="list-style-type: none"> - Current risk assessments reviewed and updated as per national guidance. - Head of Department identified risks and actions for their department and ensures that they are recorded on a department risk assessment document. These are reviewed by their SLT link. This document is shared with the department and with Operations Manager, Head Teacher and Executive Head Teacher. 	<p>-Subject areas to ensure that they review the risk assessments put in place within their subject areas in the Autumn Term ensuring that;</p> <p>- Hand, cleaning, and respiratory stations are located and easily accessible to staff and pupils in the classroom</p> <p>-Classrooms are well ventilated when occupied.</p>	L	Head Teacher

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		<p>- Department risk assessments are the responsibility of the head of department and are fluid documents that are updated in line with guidance. They are shared with SLT if amended and shared within the department.</p> <p>All staff remain responsible for themselves and others while in school. All staff should consider specific needs and risk assessments for their own classroom and the pupils in their care.</p>	<p>-Windows and doors open when the classroom/hall area etc are unoccupied.</p> <p>-Enforcing hands-face-space within the classroom to ensure the safety of staff and pupils.</p> <p>-Cleaning regimes are in place for resources used and for the end of the lesson period when the class bubble are leaving the classroom.</p> <p>-Main Halls/Sports halls are to be well ventilated during occupation and following occupation.</p> <p>-Where schools are considering team sports, schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p> <p>-Competition between different schools should not take place.</p>		
Resources in the classroom	M	<p>- Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be identified by the Head of Department and included in the risk</p>		L	Head Teacher

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		<p>assessment (including cleaning/quarantine requirements).</p> <ul style="list-style-type: none"> - Resources must be cleaned prior to each group/bubble using them and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Head of Department is responsible to ensure this cleaning is carried out and records are maintained. 			
Physical Education Curriculum (PE)		<ul style="list-style-type: none"> - Pupils may choose to arrive in school wearing their PE kit on days they are timetabled for PE at Ian Ramsey CE Academy. Those pupils will wear kit for the whole day and will not be using the changing rooms to change for PE lessons. When travelling around the premises, pupils must wear school blazer over the top of PE kit. (Year group pin badge must still be worn on blazer to aid identification of bubbles at all times). This will be reviewed after Easter. -Head of Department will regularly review and amend the department risk assessment and PE curriculum, in line with guidance and individual sports planned. This will be shared with the Head Teacher. 	<ul style="list-style-type: none"> -Regular review of curriculum. -Maintain awareness of updates in regard to COVID-19 and sport in school and update risk assessment accordingly. -Update SLT Link and Head Teacher following risk assessment update. -Main Halls/Sports halls are to be well ventilated during occupation and following occupation. -Where schools are considering team sports, schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list 		Head of Department

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	<p>-The HOD will decide how physical education, sport and physical activity will be provided while following the measures in your system of controls.</p> <p>-Pupils must be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>- PE lessons will be held indoors, including those that involve activities related to team sports, for example practising specific techniques, within the own system of controls.</p> <p>- Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise.</p> <p>-Team sports will be considered for sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p>	<p>available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.</p>		
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		<p>-From 29 March, outdoor competition between different schools can take place.</p> <p>-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 and the government will confirm in due course.</p> <p>-HOD should refer to the following guidance when completing risk assessment and planning lessons:</p> <ul style="list-style-type: none">• guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England• advice from organisations such as the Association for Physical Education and the Youth Sport Trust• using changing rooms safely <p>-The academy can work with external coaches, clubs and organisations for curricular and extra-curricular activities where the HOD is satisfied that it is safe to do and follow the system of controls at all times.</p> <p>- Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing.</p>			
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		<p>-Pupils and staff must continue to wear masks at all times while in PE changing rooms (even if not changing). Staff should remain at 2m distance where possible, but may choose to also wear a mask and/or visor if not possible. PE staff must ensure that changing rooms and toilets are cleaned between year group bubbles, including all hooks and benches.</p> <p>-Changing room seats/pegs are labelled and pupils assigned a specific seat to enable easy identification of close contacts in the event of a positive case of Covid19.</p>			
<p>Music & Drama Curriculum</p>		<ul style="list-style-type: none"> - Head of Department should follow guidance in the Working Safely during Coronavirus (Performing Arts) document found here: Performing arts - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) - Practical lessons can take place where physical distancing can be assured. - During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. 	<ul style="list-style-type: none"> -Regular review of curriculum. -Maintain awareness of updates in regard to COVID-19 and sport in school and update risk assessment accordingly. -Update SLT Link and Head Teacher following risk assessment update. 		<p>Head of Department</p>

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		<ul style="list-style-type: none">- Guidance on playing musical instruments in school (e.g. Wind and brass) must be followed and a risk assessment carried out.- The risk assessment document must be shared with SLT link and the Head Teacher.- Head of Department should consider all guidance before planning/changing the curriculum and discuss this with the Head Teacher. A copy of risk assessments must be provided following any update.- There is no provision for music outside of lesson time.- School is asked to consider guidance from Department for Culture, Media and Sport (DCMS) for music and performing arts.- Particular care must be taken 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.- Background or accompanying music should be kept to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to			
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		<p>reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment and instruments.</p> <ul style="list-style-type: none"> - It is not permitted to host any performances with an audience. Alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. - Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. When planning music provision, you should consider additional specific safety measures. - There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Government has published advice on safer singing. 			
Art, Science & DT Curriculum		<ul style="list-style-type: none"> • Departments should provide their risk assessment based on CLEAPPS guidance found in the links below: 	<ul style="list-style-type: none"> - Head of Department must maintain regular knowledge and updates in regard to their department. 		Head of Department

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	<ul style="list-style-type: none">• Head of Department should include seating arrangements in their risk assessment (as they are often fixed in the classrooms so cannot face forward as per guidance).• Risk assessments will be updated in line with guidance by the Head of Department. This document must be shared with all department staff, Operations Manager and Head Teacher to ensure compliance within the system of controls.• Normal risk assessments on working practice still apply and are carried out as a matter of course throughout the year.	<p>- Guidance can be found on CLEAPPS here (this is not exhaustive and HoD must satisfy themselves that they have researched their specific requirements):</p> <p>http://dt.cleapss.org.uk/Resource/GL346-School-Extended-Closure-Arrangements.aspx</p> <p>http://dt.cleapss.org.uk/Resource-File/GL347-returning-to-school-after-an-extended-period-of-closure.pdf</p> <p>http://dt.cleapss.org.uk/Resource/GL342-Eye-and-Face-protection-in-D-T-Food-and-Art.aspx</p> <p>http://dt.cleapss.org.uk/Resource/3D-printing-in-schools-and-colleges-managing-the-risks.aspx</p> <p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf</p> <p>http://dt.cleapss.org.uk/Resource-File/G235-Management-of-Risk-Assessment-in-D-T.pdf</p> <p>http://dt.cleapss.org.uk/Resource/G225-Local-Exhaust-Ventilation-in-D-T.aspx</p>		
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			http://dt.cleapss.org.uk/Resource/E171-Using-Model-Risk-Assessments-in-D-T-Spreadsheet.aspx		
Educational Visits - Overseas	H	<ul style="list-style-type: none"> - In line with current coronavirus (COVID-19) restrictions, the government continues to advise against undertaking all educational visits. - DfE recognises the significant benefits of educational visits for children’s educational development as well as their mental health and wellbeing and is taking steps to allow children to enjoy visits in line with the government’s roadmap. - The roadmap is driven by data, not dates. The government will only move from one step to the next when it is safe to do so and based on 4 tests. - For that reason, all dates are indicative and subject to change. Advice will be updated in line with the roadmap. 		L	Head Teacher
Educational Visits – Day Visits		In line with the Government’s roadmap, should step 2 commence as planned, schools can			

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Domestic Residential Visits		<p>resume educational day visits no earlier than 12 April.</p> <ul style="list-style-type: none">- Any educational day visits must be conducted in line with relevant coronavirus (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.- A full and thorough risk assessment in relation to all educational visits will be conducted to ensure they can be undertaken safely.- As part of this risk assessment, school will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.- Visits will be conducted in line with the health and safety guidance on educational visits- In line with the roadmap, the government continue to advise against domestic residential educational visits until at least step 3, no earlier than 17 May.- The roadmap is driven by data not dates. The approach to domestic residential visits is			
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		<p>dependent on the roadmap and is subject to change.</p> <ul style="list-style-type: none"> - The government are working with Public Health England to review what safe educational visits will look like in Step 3 and advice will follow in this regard. 			
9. Pupils with First Aid/Medication					Back to contents
First Aid needs	H	<ul style="list-style-type: none"> - Continuous review of First Aid Risk Assessment and arrangements. 	<ul style="list-style-type: none"> -Training to be reviewed. Where need identified refresher training booked. -Review the First Aid Risk Assessment in line with the HSE guidance for First Aid 	L	Operations Manager
Medication needs		<ul style="list-style-type: none"> - Whole school review of medication needs. - Return of medication after lockdown. <p>Review of care plans and risk assessments for whole school medication requirements.</p>	<ul style="list-style-type: none"> -To ensure that all medication is returned, in date and documented correctly. -To update whole school medication register. -To update staff as required following any changes to medication needs/medical conditions. 		
10. Mental Wellbeing					Back to contents

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Vulnerable pupils self-Isolating during the school term	H	<p>-Staff/Pupils have a legal obligation to self-isolate for 10 days (symptoms or close contact) but may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>- Where pupils who are self-isolating and are within the definition of <u>vulnerable</u>, a contact monitoring system is in place to ensure:</p> <ul style="list-style-type: none"> • Social worker is aware (if they have one) • Agreed best action to maintain contact and offer support • Check if a vulnerable pupil is able to access remote education, support and regularly check access <p>- Where staff members are having to self-isolate when <u>vulnerable</u>, agreed set dates are in place when their immediate manager will contact them to check on their wellbeing.</p>		L	Head Teacher
11. Building Management Back to contents					
Overall review	H	<p>-Signage relating to COVID-19 is in place and located at prominent points around the school site.</p> <p>-Clear information is to be displayed at the school entrance for all visitors to follow.</p> <p>-One way system in place throughout the school.</p>	<p>-Where need identified signage to be replaced.</p> <p>-Review the building checklist and action as appropriate.</p> <p>-Emerging from lockdown guidance to be followed.</p>	L	Operations Manager / Site Team

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		<p>-All statutory testing is up to date.</p> <p>-Fire risk assessment and evacuation plan updated for return of whole school teaching.</p> <p>-Fire evacuation programme continues.</p>		
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12. Test & Trace Payment Information

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<p>Some school staff, parents and carers may be eligible for a one-off Test and Trace Support Payment of £500.</p> <p>Applications from staff</p>		<ul style="list-style-type: none"> - This is payable in one lump sum from your local authority. To be eligible for a Test and Trace Support Payment, you must: <ul style="list-style-type: none"> • be on a low income • be unable to work from home • be at risk of losing income as a result of self-isolating • be living in England • meet the eligibility criteria - Staff identified as close contacts of a positive case will require an NHS Test and Trace Account ID number (CTAS number) to be able to claim a Test and Trace Support Payment or discretionary payment. - Parents and carers of self-isolating children should be provided with a letter to support their application for payment, but will not require an NHS Test and Trace Account ID number (CTAS number). 	<ul style="list-style-type: none"> - Ensure that you collate a list of appropriate close contacts for the person who has tested positive within your establishment and inform these close contacts that they now need to self-isolate. - Call the service hub on 020 3743 6715 as soon as you have the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who has tested positive. - Provide the details of the person who has tested positive, along with the details of the relevant staff members you have identified as close contacts. If you do not have NHS Test and Trace Account ID for the person who has tested positive, Hub staff will assist in tracing the person in order 	
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<p>Applications from parents and guardians who need to take time off work to care for a child who is self-isolating</p>		<ul style="list-style-type: none"> - The Department for Health and Social Care has launched the self-isolation service hub (020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a school to provide contact details of any staff who have been asked to self-isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment. - Eligible parents or guardians of children who have been advised to self-isolate by their education setting (even where they have not been told to self-isolate by NHS Test and Trace) can also apply for the Test and Trace Support Payment scheme if they are on a low income, unable to work from home and need to take time off work to care for a child who is self-isolating. - Parents and carers do not require an NHS Test and Trace Account ID number in order to claim and schools are not required to register all children asked to self-isolate with NHS Test and Trace in the same way as staff. - The scheme is open to eligible parents and carers of children aged 15 and under, and parents of young people aged 16 to 25 with an education health and care plan. Further information on how parents and guardians can claim financial support under the Test and Trace Support Payment scheme is available. 	<p>to register their contacts on the Test and Trace system (CTAS).</p> <ul style="list-style-type: none"> - NHS Test and Trace will then contact individuals to formally advise them of their need to self-isolate and provide them with an NHS Test and Trace Account ID. - Following this, individuals who are employed or self-employed, on a low income, unable to work from home and losing income as a result may qualify for the Test and Trace Support Payment scheme through their local authority. 		
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		<ul style="list-style-type: none">- Schools should provide parents and carers of children advised to self-isolate with the template letter, detailing the child's name and the dates of their isolation period. The parent or guardian will need to use this letter as supporting evidence as part of their application to their local authority for a payment from the Test and Trace Support Payment scheme. Parents whose children are told to self-isolate by their school will not be able to apply for financial support without a letter. - When a parent or guardian applies to the Test and Trace Support Payment scheme because they need to care for a child who is self-isolating, their local authority will be required to contact their child's school via phone or email to verify information about the child. This includes the child's name, age and dates of self-isolation. This is a standard check against fraudulent claims, and may take place before or after a payment is made. - The academy will only be asked to share information on children whose parents have made an application to their local authority for the Test and Trace Support Payment scheme.			
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12. Extra-curricular activities

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<p>Extra-curricular activities</p>		<ul style="list-style-type: none"> - As part of step 2 (no earlier than 12 April) of the roadmap, all parents/carers may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend. - The Academy will try to keep pupils in the same school day bubble or in consistent groups. - 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 outdoor provision, until 29 March, providers should continue to keep children in small groups of no more than 15 children, in line with the advice on indoor provision. - From 29 March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside. 		
<p>Government guidance for providers</p>		<p>The guidance can be found here for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</p>		

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Appendix 1- References and Guidance Documents from the Health and Safety Executive, Public Health England, The Government and the NHS.

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Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk) From 8 th March 2021
Supporting children and young people with SEND as schools and colleges prepare for wider opening
https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings
Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
NHS Test and Trace
Coronavirus symptoms
Pregnancy and coronavirus.
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
Secondary schools and colleges
-Rapid lateral flow testing is now available to households and bubbles of school pupils and staff.
self-isolate in line with the guidance for households with possible coronavirus infection.
COVID-19 symptoms
systems of control
updated 12 points of System of Control
Understanding lateral flow antigen testing for people without symptoms - GOV.UK (www.gov.uk)
Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk)
Hands-Face-Space:
Supporting pupils at school with medical conditions
DHSC guidance CEV and Shielding
-Who's at higher risk from coronavirus
Coronavirus (COVID-19): advice for pregnant employees. -Guidance COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding -HSE guidance for pregnant women during Covid19 Royal College of Gynaecologists
PE - guidance on the phased return of sport and recreation Sport England Association for Physical Education and the Youth Sport Trust
Performing arts - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) singing
Closure Arrangements for DT, Returning after extended closure period, http://dt.cleapss.org.uk/Resource/GL342-Eye-and-Face-protection-in-D-T-Food-and-Art.aspx 3D printing Practical Work DT Risk Assessment LEV Model Risk Assessments

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[Coronavirus: travel guidance for educational settings](#)

[HSE guidance for First Aid](#)

[HSE guidance on air conditioning and ventilation](#)

[Face coverings in education.](#)

[Self-isolate guidance](#)

[NHS Test and Trace Support Payment scheme](#)

[Building checklist](#)

[Emerging from lockdown](#)

[Test and Trace Support Payments](#)

[Spring 2021 Roadmap](#)