

Paternoster School Full Re-Opening Risk Assessment (v6 Jan 2022)

This is a fluid risk assessment, reviewed weekly and informed by changes in Government advice and guidance. Paternoster School will use reasonable endeavours to be flexible and work together with GCC to ensure the school stays open wherever possible.

Supporting documents:

Coronavirus crisis – Workplace checklist for September NEU/GMB/UNISON/Unite

<https://neu.org.uk/what-you-need-know-safety-issues>

NASUWT checklist on preparation for the reopening of schools

<https://www.nasuwat.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools/requirements-reopening-schools-england.html#SelfAudit>

Links to Government advice:

[Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/special-schools-and-other-specialist-settings-coronavirus-covid-19)

Other links are provided within the relevant sections.

GENERAL MEASURES: Provision and Sharing of Information and Guidance

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
<p>A lack of knowledge and understanding of current information, advice and guidance</p> <p>School not following local and national guidelines - information not shared with the school community</p>	<p>Existing policies and procedural documentation updated/new documents created to reflect the impact of COVID-19.</p> <p>This risk assessment is linked to the school's:</p> <ul style="list-style-type: none"> • safeguarding policy annexure 'COVID-19 school closure arrangements for Safeguarding and Child Protection at Paternoster School' • COVID-19 Secure risk assessments for curriculum activities and the school premises including community use of the school <p>Related national guidance, information and procedures are referenced for further reading and posted on the atrium noticeboard as appropriate</p> <p>Robust SLT review process in place.</p>		
<p>School occupiers not following guidelines put in place by the headteacher</p>	<p>DfE updated guidance considered by SLT.</p> <p>Key changes in guidance are implemented and shared with all relevant stakeholders (staff, governors, parents and pupils, dedicated home-to-school transport providers) via email/bulletin as required.</p> <p>Headteacher to share this risk assessment and updates with all staff – hard copies following significant updates placed in the Atrium and staff room.</p> <p>Daily information sharing with cleaning contractor to ensure best use of resources.</p>		
	<p>The school website is updated when changes are made to advice and guidance and circulated to relevant stakeholders either through e-mail or the parent communication.</p> <p>Staff briefed and provided with training notes on the inset days at the start of the new academic year in September 2021 to provide clarity of amended rules, routines and processes.</p>		

Lack of dedicated home-to-school transport guidance for local authorities.	All staff understand that Health and safety at Paternoster School is everyone's responsibility and will continue to actively carry out risk assessments as part of our work and take steps which we believe are the most prudent to limit the spread of COVID-19. At any point, if specific advice or clarification is required in relation to health and safety, contact is made with the GCC's SHE Unit.		
	Challenge system in place to remind staff and visitors to adhere to school guidelines to limit the spread of COVID-19.		
Lack of dedicated home-to-school transport providers' compliance with national guidance.	All school staff with underlying health issues and those within vulnerable groups have been asked to make their condition (and any new conditions arising) known to the Headteacher so individual staff risk assessments are maintained and reviewed every 4 weeks; for those staff identified as clinically vulnerable or clinically extremely vulnerable. Pregnant staff categorised as clinically vulnerable unless underlying health issues lead to categorisation of clinically extremely vulnerable. Additionally, school has discussed risks with those staff more likely to have a serious illness as a result of contracting the virus i.e. those aged over 60 years or from black, Asian and minority ethnicities.		
Interruption to pupils' attendance as dedicated home-to-school transport no longer available or reduced services	In line with changing local and national guidance, the headteacher and staff will discuss flexibilities to support clinically extremely vulnerable staff. Risk assessments reviewed for female staff of child-bearing age and new/expectant mothers at 28 weeks for pregnant staff and prior to new mothers' return to work.		
	All school staff have been asked to make any foreign travel plans known to the headteacher. Staff are to follow national guidance regarding the countries from where return to England requires self-isolation. Red, amber, green lists: check the rules for travel to England from abroad - GOV.UK (www.gov.uk)		
	Updated signage visible around school site re-emphasising key guidelines and expectations.		
	Arrangements are in place to check the welfare of clinically extremely vulnerable pupils who have been recommended, by their clinician or GP, to continue to shield and are not attending school, and other pupils where there is a safeguarding concern.		
	Where pupils routinely attend another school as dual registered, both schools to assess risks to ensure a broad and balance curriculum is delivered.		

	<p>Visitors will not be allowed in the school except under specific circumstances and meetings should be arranged for before and after the school day when minimal staff are on the school site.</p> <p>Specialists such as therapists and clinicians to support pupils are to continue to provide interventions and immunisation programmes.</p> <p>Prior to permitted visitors arriving at school, their interaction with the school is established to allow for relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared.</p> <p>Record kept of all visitors' attendance on the school site including their contact details (Visitor's Record pad in Reception) in the event of engagement with the NHS Test and Trace process.</p> <p>School's QR code available in Reception for visitors.</p>		
	Information and guidance regarding social distancing and hygiene measures, behaviour policy amendments and no access to school site unless pre-arranged are clearly articulated to parents including use of social media/website etc.		
	<p>DfE guidance for the provision of dedicated home-to-school transport detailed in the following sections.</p> <p>Transport to schools and colleges during the COVID-19 pandemic - GOV.UK (www.gov.uk) updated for Sep 2021.</p>		
	GCC to continue funding dedicated home-to-school transport provision for pupils where Paternoster is named in pupil's EHCP including post-16 pupils.		

ESSENTIAL PREVENTION MEASURE 1: Minimise contact with individuals who are unwell by ensuring that those who have symptoms do not attend school

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
No prevention controls in place increasing transmission risk within, and	<p>When to self-isolate:</p> <p>Individuals will self-isolate straight away and get a PCR test as soon as possible if they have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough 		

<p>potentially beyond the school community</p>	<ul style="list-style-type: none"> ● a loss or change to your sense of smell or taste <p>Individuals should also self-isolate straight away if:</p> <ul style="list-style-type: none"> ● they have tested positive for COVID-19 ● someone they live with has symptoms or tested positive (unless they are not required to self-isolate – see below) ● they have been told to self-isolate (by NHS Test and Trace or via the NHS COVID-19 app) following contact with someone who tested positive. ● they are aged 18 and over but not fully vaccinated (even a negative PCR test will require completion of the isolation period). Individuals not able to be vaccinated due to clinical reasons should self-isolate even if they receive a negative PCR test result. <p>When there is no requirement to self-isolate:</p> <p>If someone an individual lives with has symptoms of COVID-19, or has tested positive for COVID-19, the individual will <u>not</u> need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> ● they are fully vaccinated – this means 14 days have passed since their second dose of a COVID-19 vaccine given by the NHS ● they are under 18 years, 6 months old ● they are taking part or have taken part in a COVID-19 vaccine trial ● they are not able to get vaccinated for medical reasons <p>However, staff may only return to school if they undertake serial LFD testing at home for a period of seven days following identification as a close contact of a pupil or another member of staff and each test result is negative.</p> <p>Pupils’ parents and carers will be asked to undertake pupil 7-day serial testing at home and provide the school with each result. The pupil may come to school on each of the 7 days following a negative test result.</p> <p>Even if an individual who has been identified as a close contact does not have symptoms, they should still:</p> <ul style="list-style-type: none"> ● follow advice on how to avoid catching and spreading COVID-19 ● consider limiting contact with people who are at higher risk from COVID-19 <p>Staff that are identified as a close contact within school AND have tested positive for COVID-19 in the last 90 days will be exempt from PCR testing UNLESS symptoms</p>		
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	develop, but must undertake serial 7-day LFD testing. Symptomatic individuals should take an LFD test as soon as possible.		
	<p>If a pupil has symptoms of COVID-19</p> <ul style="list-style-type: none"> • a new continuous cough, or • a high temperature, or • a loss, or change in, normal sense of taste or smell <p>they should isolate immediately and take a LFD test.</p>		
	<p>Staff are asked to inform the school immediately of the results of a test or provide the school with a screenshot of the NHS Test and Trace instruction to self-isolate.</p> <p>Staff are to follow normal, 'medically unfit to work' protocols by informing their line manager and the absence line.</p>		
	<p>Staff and parents encouraged to ensure that all other household members they live with comply with the stay-at-home guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p>		
	<p>Communication provided to parents via newsletter, website, answer machine messages and signage at Reception and both pupil entrance gates making it clear that no-one should visit the school without an appointment.</p>		
	<p>Pupils and staff are advised to stay 2 metres away from people not in their household where possible on the way into school if walking or using public transport and to sanitise/wash their hands as soon as they arrive at school.</p>		
	<p>If the use of public transport is unavoidable, staff are advised to use contactless payment and keep up to date about reduced public transport services.</p>		
	<p>Staff are advised to consider how to maintain good hygiene on travel to work e.g. using disposable gloves when fuelling vehicles helps reduce transmission. Further information available here at Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk)</p>		

	<p>Car-sharing travel to and from work and for business such as off-school meetings with people outside of the driver's household should be avoided.</p> <p>If unavoidable:</p> <ul style="list-style-type: none"> • the driver and passengers should wear face masks • open windows for ventilation <p>clean door handles and other items passengers have touched</p>		
	<p>Pupils and staff that have worn face masks on the journey into school are to remove them before entering school. Disposable face masks are to be disposed of in the PPE bin in Reception and reusable face masks placed in a plastic bag to be taken home after school.</p>		
	<p>Parents advised that children are not to board dedicated home-to-school transport if the child or a member of the household has symptoms of COVID-19.</p>		
	<p>Pupils to follow guidance provided by the dedicated home-to-school transport provider. Teaching staff meeting pupils at the start and end of the school day encouraged to report any lack of dedicated home-to-school transport provider adherence to government advice to their line manager or the site assistant.</p>		
	<p>If anyone develops COVID-19 symptoms in the school, they will be sent home and advised to follow the government's stay at home guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) Staff and parents are informed that COVID-19 testing can be accessed at https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Procedures for actions where staff or pupils have suspected COVID-19 are available in the Atrium.</p>		

	<p>Parents asked to ensure that an appropriate adult can collect their child within 30 minutes of contact by the school, in the event of their child becoming symptomatic, at all times.</p> <p>Parents informed of their child’s symptoms are asked to collect their child.</p> <p>Dedicated home-to-school transport must not be used for the journey home.</p> <p>If in exceptional cases where it is not possible for parents to arrange collection, a school transport vehicle may be provided. Other pupils are not to travel on the school transport vehicle at the same time as the symptomatic child.</p> <p>Dedicated home-to-school transport drivers and passenger assistants must not work if they or a member of their household has symptoms. They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p>		
	<p>Where symptomatic people have had contact with any type of school transport vehicle, the vehicle is to be cleaned by the operator with an appropriate disinfectant.</p>		
	<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>		
	<p>The premises team is confident in managing cases and has adequate PPE supplies to cater all situations.</p>		
	<p>Dedicated home-to-school transport providers to adhere to safe operating procedures: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/dedicated-transport-to-schools-and-colleges-covid-19-operational-guidance</p>		

ESSENTIAL PREVENTION MEASURE 2: Use of face masks in schools

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Lack of appropriate use of face masks leads to increasing transmission risk within, and potentially beyond the school community	<p>Face coverings are mandatory for all secondary pupils, staff and visitors in classrooms and in communal areas from January 2022 in line with national guidance.</p> <p>School to make face masks available to pupils where:</p> <ul style="list-style-type: none"> • pupils struggle to access a face mask • a face mask has been forgotten • a face mask has become soiled or unsafe <p>School will not exclude a pupil from education on the grounds that they are not wearing a face mask.</p> <p>The school has adequate supplies of single use, disposable face masks for all staff.</p> <p>Note that reusable, washable face masks are not appropriate for pupil intimate or direct care activities; school supplied single-use, disposable face masks are to continue to be worn in accordance with the school’s infection control policy.</p>		
<p>Potential negative impact on teaching where face masks used in classrooms</p> <p>Lack of consideration for pupils and staff exempted from wearing face masks</p>	<p>Process of wearing and removing face masks communicated clearly to pupils and staff:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • where a face mask becomes damp, it should be carefully replaced • not to touch the front of their face mask during use or when removing it • disposable face masks to be disposed of in a ‘black bag’ waste bin (not recycling bin) or in the Reception PPE bin. 		

<p>Lack of access to face masks for pupils and staff Lack of face mask prevents pupil from attending school</p> <p>Lack of guidance in the safe wearing and removal of face masks</p>			
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ESSENTIAL PREVENTION MEASURE 3: Clean hands thoroughly more often than usual

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Poor hand hygiene leads to increasing transmission risk within, and potentially beyond the school community	All pupils and staff are to wash/sanitise their hands on arrival at school; after using the toilet; after breaks (including time in the Sports Hall and playgrounds); before food preparation (including breakfast club) and eating any food (including snacks).		
	Dedicated home-to-school transport drivers and passenger assistants are to follow their local authority's safe operating procedures.		
	Where breakfasts and lunches are provided to pupils in their classrooms, staff are to wash hands before and after assisting pupils. Where disposable gloves are a requirement under the school's infection control procedures, hands are to be washed prior to, and following the removal of, the gloves.		
	Staff involved in delivering breakfasts and lunches are to wash hands prior to preparing the meals and leave the meals outside the classroom doors. Meal delivery staff are not to enter classrooms.		
	Staff involved in after-meal collection are to collect the used plates, cups and cutlery etc. from outside the classrooms and wash their hands-on completion of collection duties. Meal collection staff are not to enter classrooms.		

	Sinks/basins with soap and paper towel dispensers in every classroom, hygiene room and toilet. Outdoor sanitising unit fitted at exit to sports hall playground. Consumable supplies managed by premises assistant.		
	Hand hygiene signage remains prominently placed across the school site and in every classroom.		
	Delivery containers/packaging are handled in line with usual manual handling safety practices and hands are washed/sanitised immediately after handling. Reception staff are to sanitise hands immediately after opening letter or parcel post.		
	Where safeguarding and security is not adversely affected, all: <ul style="list-style-type: none"> • internal doors that are not designated fire doors • fire doors with automatic closers • doors that do not need to be kept closed for security reasons are left open during the day when the school is in operation to reduce contact with communal door handles and push plates.		

<i>ESSENTIAL PREVENTION MEASURE 4: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</i>			
Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Poor respiratory hygiene leads to increasing transmission risk within, and potentially beyond the school community	Staff follow the hygiene message and regularly remind pupils to: <ul style="list-style-type: none"> • cover coughs or sneezes with a tissue • if tissues aren't available, then cough and sneeze into the crook of your elbow • throw the tissue in a bin • avoid touching your eyes, nose and mouth with unwashed hands Teachers to provide message at start of each term.		
	Class teachers to consider in their risk assessment how pupils that are unable to maintain good respiratory hygiene e.g. pupils that spit uncontrollably or use saliva as sensory stimulant can be supported. Sufficient face shields and masks made available to staff.		
	Pupils encouraged to carry tissues on dedicated home-to-school transport with used tissues disposed of on the vehicle or, if no bin available, in the used PPE bin in Reception.		

	Dedicated home-to-school drivers and passenger assistants to consider safeguards for other pupils and staff where a pupil struggles to maintain good respiratory hygiene e.g. supporting pupils that spit uncontrollably.		
	Tissues and bins provided in every teaching space and office.		

ESSENTIAL PREVENTION MEASURE 5: Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach			
Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Poor cleaning leads to increasing transmission risk within, and potentially beyond the school community	<p>Cleaning principles in place for where:</p> <ul style="list-style-type: none"> no one on the school premises has symptoms of COVID-19 or has tested positive for COVID-19 See 'Procedure for Cleaning and Waste Management during the COVID-19 Pandemic – Prevention of Infection' and a person with symptoms of COVID-19 or has tested positive for COVID-19 has left the school premises See 'Procedure for Cleaning and Waste Management during the COVID-19 Pandemic – Control of Infection' <p>The principles include laundry and waste management. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>		
	'Clutter' and difficult to clean items removed from spaces.		
	<p>Cleaning frequency enhanced to provide a sanitising of frequently touched surfaces during the school day as a preventative measure.</p> <p>Each teaching space and office provided with a spray detergent disinfectant cleaner with access to disposable gloves, blue cleaning cloths and paper towels for local use.</p>		
	<p>All surfaces that a person with symptoms of COVID-19 or has tested positive has come into contact with are to be cleaned and disinfected by the premises assistant. On no account is any cleaning to be undertaken without full understanding of correct protocol:</p>		

	'Procedure for Cleaning and Waste Management during the COVID-19 Pandemic – Control of Infection'		
	Availability and effectiveness of contract and in-house cleaning resources are monitored and any reduction discussed with SLT.		
	In-house cleaning team follow school cleaning procedures, task and COSHH risk assessments. Contract cleaner monitored for adherence to their procedures.		
	Individual and very frequently used equipment such as pens and pencils are not to be shared; teachers and pupils to have their own.		
	Teaching staff responsible for sanitising items in the classroom that pupils are sharing, such as toys and books including any items shared in the classroom outdoor spaces.		
	In the staffroom (when not otherwise closed due to increased transmission risk in local tier level or national lockdown), staff will only use their own cup, cutlery, plates etc. and will be responsible for washing these themselves (including any personal items used in classrooms and offices). Food Tech room will be available for food and drink preparation when staffroom is closed. Meals and drinks to be consumed in class/office bases and plates, cutlery etc. to be cleaned in the class/office.		
	Member of premises team available throughout the day to respond rapidly to any issues affecting infection control.		
	Local authorities to work with dedicated home-to-school transport providers to agree arrangements for cleaning vehicles and include frequently touched surfaces after each journey and enhanced cleaning at the end of each day.		

ESSENTIAL PREVENTION ACTION 6: Where necessary, wear appropriate personal protective equipment (PPE)

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Failure to use PPE correctly or in specific situations leads to increasing	Paternoster school has taken the following decisions for staff use of PPE: <ul style="list-style-type: none"> • Intimate care e.g. nappy changing, to wear disposable apron, gloves and face masks with individual staff members risk assessing the need for a reusable face shield. • Direct personal care e.g. assistance with walking, feeding, administering medication, to wear disposable apron and gloves with individual staff members risk 		

transmission risk within, and potentially beyond the school community	assessing the need for a disposable face mask with or without a reusable face shield.		
	Full PPE (disposable apron, gloves and face mask with reusable face shield) will be used by staff when someone presents with COVID-19 symptoms and are awaiting assessment e.g. where personal care, including first-aid, has to take place.		

ESSENTIAL PREVENTION ACTION 7: Keep occupied spaces well ventilated

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
<p>Failure to provide adequate ventilation leads to increasing transmission risk within, and potentially beyond the school community.</p> <p>Falls from height, overreaching injuries when opening windows.</p> <p>Staff and pupil comfort reduced leading to illness, absenteeism,</p>	<ul style="list-style-type: none"> • Opening high level windows (where safe to do so) in preference to low level to reduce draughts • Using mechanical ventilation e.g. extractor fans • Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused). • Modifying heating settings to ensure appropriate room temperatures are provided and monitored. • Rearranging furniture where possible to avoid direct drafts. 	<ul style="list-style-type: none"> • Furniture not to be used for access high level opening mechanisms 	

anxiety, behavioural issues.			
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ESSENTIAL PREVENTION ACTION 8: Asymptomatic testing of staff and eligible pupils

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Failure to identify asymptomatic cases leads to increasing transmission risk within, and potentially beyond the school community.	Staff and eligible pupil should undertake twice weekly home tests whenever they are on site until the end of September 2021, when this will be reviewed by DfE.		
False positive readings where staff taking LFD tests have tested positive for COVID-19 within the previous 90 days leading to unnecessary staff and pupil absences.	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They no longer need to get a PCR test to check if they have the virus.</p> <p>They should self-isolate for 5 days from the date of the LFD test result or from the first day that they developed symptoms, unless they cannot test for any reason. They should undertake LFD tests on days 5 and 6, before returning to school on day 8 (if the LFD tests are negative). If one or both the lateral flow tests are positive on days 5 and 6, then they must remain home until they have received 2 negative lateral flow tests on 2 consecutive days to reduce the chance of being infectious. For example, if an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation. If positive on day 6, then a negative test is required on days 7 and 8, and so on until the end of day 10. If a pupil cannot test, then they may still attend school unless they develop symptoms. If a staff member is not vaccinated or has had only 1 vaccination, and tests positive on a lateral flow test, then they must stay in isolation at home for the full 10-days. A fully vaccinated person is someone who has had two vaccinations.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Those with a negative LFD test result can also continue to attend school.</p>		

<p>Lack of information/instruction to staff resulting in poor take-up/unreliable test results leading to increasing transmission risk within and potentially beyond the school community.</p>			
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ESSENTIAL RESPONSE ACTION 1: Engage with NHS Test and Trace Process

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
<p>Failure to engage with NHS test and Trace process increases the risk of transmission</p> <p>Failing to comply with legal obligations when instructed to self-isolate</p>	<p>The school understands the NHS Test and Trace process and how to contact the local Public Health England health protection team.</p> <p>The school communicates with staff and parents the need to follow all test, trace and isolate protocols.</p> <p>Close contacts will be identified via NHS Test and Trace and the school will not undertake contact tracing.</p> <p>NHS Test and Trace will work with the positive case or the pupil's parent to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p>		

	<p>The school may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years 6 months • they have taken part in, or are currently part of, an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take an LFD test. The school encourages all individuals to take a LFD or PCR test if advised to do so.</p> <p>Adults who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal <i>if they do not have any symptoms</i>. BUT they are strongly advised to take a lateral flow device (LFD) test every day for 7 days before coming to school and should not come into school if the test is positive. If they test positive on any of the 7 days, they must follow government stay at home guidance.</p> <p>Children who cannot test are still allowed to attend school, but if they develop symptoms should self-isolate for 10 days.</p> <p>Primary aged school children who are close contacts do not need to wear a face covering within school, although secondary aged pupils who are close contacts should continue to wear a face mask in school. It is mandatory from January 2022, that face masks are worn when travelling on public or dedicated transport.</p> <p>Further information on getting a free PCR test to check if you have COVID-19, choosing a drive-through or walk-through test centre for a quick test or ordering a home test kit is available.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to be fully vaccinated. At which point, they will be subject to the same rules as adults, and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p>		
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ESSENTIAL RESPONSE ACTION 2: Manage Confirmed Cases of COVID-19 Amongst the School Community

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Poor management of confirmed cases increases the risk of transmission of COVID-19 in the school community.	<p>The school will work with health protection teams in the case of a local outbreak. If there is an outbreak in the school, or if the government identifies the area as requiring an enhanced response package, a director of public health might advise the school to temporarily reintroduce some additional control measures.</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Link to the Public Health England health protection team</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p>		
Prevalence of COVID-19 variants with significantly higher transmissibility within the school community.	<p>Dedicated home-to-school transport drivers and passenger assistants must follow local health protection team advice regarding being in close contact with someone who has tested positive for COVID-19.</p>		
	<p>The school will not share the names or details of people with COVID-19 unless essential to protect others.</p>		

ESSENTIAL RESPONSE ACTION 3: Contain any Outbreak by following Local Health Protection Team Advice

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Failure to follow local health protection team advice increases the risk of transmission	<p>Public Health England advice followed where a pupil or member of staff in the school are confirmed as tested positive.</p> <p>Link to the Public Health England health protection team</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p>		

SCHOOL OPERATIONS

- 1. Attendance 2. School Staff Workforce 3. Safeguarding
4. Catering 5. Premises 6. Educational Visits 7. Extra-Curricular Provision**

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
<p>Detrimental effects on pupils and their families as a result of mandatory pupil attendance including follow-up absence reporting and sanctions, anxiety about returning</p>	<p>Parents able to follow public health advice for pupils self-isolating, symptomatic, positive COVID-19 test result or have been in close contact with someone who has COVID-19.</p> <p>Current advice for staff, pupils and family members who are clinically extremely vulnerable. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Pupils reluctant or anxious about returning or at risk of disengagement including disadvantaged and vulnerable pupils, those persistently absent prior to COVID-19 or have not engaged with the school regularly during the outbreak identified.</p> <p>Expectations around attendance communicated to families and any professionals working with the families. Parents are strongly encouraged for their children to attend.</p> <p>Funding and services identified to put measures in place for those families needing additional support.</p> <p>Remote education offered to any pupil unable to attend due to complying with clinical or public health advice.</p> <p>Where pupils are unable to attend due to their parents following clinical or public health advice, absence is not penalised. Pupils not eligible to be in school (i.e. following PHE advice) recorded on the register a Code X. Leave of absence granted for vulnerable pupils whose parents do not wish them to attend; mark on register as Code C.</p> <p>Reassurance provided to parents of pupils with significant risk factors e.g. previously shielding pupils, clinically vulnerable and clinically extremely vulnerable household members, those from BAME backgrounds.</p> <p>School follows guidance for recording attendance and absence due to COVID-19 in the 2021 2022 academic year.</p>		
<p>Staff anxiety about returning, reduced staffing levels, lack of</p>	<p>Current advice for staff clinically extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>		

advice for those vulnerable or at increased risk of COVID-19	<p>Current advice for staff clinically vulnerable: Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk) School to discuss measures put in place to reduce risks where staff at an increased risk from COVID-19 are concerned. Characteristics set out in https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</p>		
School's non-compliance with health and safety and equalities duties.	<p>School continues to assess health and safety risks and how to meet equalities duties. School follows national advice and guidance to mitigate the risks of COVID-19 to pupils and staff and help meet the legal duty to protect staff and others from harm. HSE guidance for the provision of first aid during the pandemic available: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm Staff administering first aid are to pay particular attention to sanitising measures including washing hands thoroughly for 20 seconds afterwards.</p>		
Inability for school to follow DfE and LA directives in remaining fully open during national lockdown due to staff absence.	<p>SAND Academies Trust COVID-19 Related Absence Form provided to staff on return from absence.</p>		
Lack of reporting COVID-19 related staff absence to DfE.	<p>Existing staff wellbeing support measures remain in place. Current guidance on extra mental health support available and free helpline https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers https://www.educationsupport.org.uk/ Staff are reminded to be mindful and supportive to colleagues as staff are likely to have wide ranging personal experiences during the period of lockdown and beyond.</p>		
Poor communication of proposed measures	<p>DfE workload reduction toolkit and resources for addressing staff workload and manage wellbeing https://www.gov.uk/guidance/school-workload-reduction-toolkit https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 Consideration given to providing additional staff training in particular interventions. Identifying whether sharing or resources from other settings can offer resilience. Discussion with local authority where immediate options are unavailable. Consider review of existing practices.</p>		

<p>detrimental to staff welfare</p> <p>Lack of planning for staff deployment increases workload burdens including staff not usually providing interventions, insufficient training</p> <p>Recruitment process stalled, insufficient teaching staff resource</p> <p>Teaching staff penalised during appraisal process for not meeting objectives due to the pandemic</p> <p>Reduction in staff resources due to quarantine following holiday breaks</p>	<p>Recruitment process continuing as appropriate.</p> <p>Adherence to Keeping Children Safe in Education Part 3 for safer recruitment https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Remote safeguarding checks carried out as set out in 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#safer-recruitmentvolunteers-and-movement-of-staff</p>		
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Safeguarding process concerns when volunteers are supporting the school			
Lack of preparation for full reopening of premises	Direct support available from Crown Commercial Services on how to use the agency supply deal by emailing supplyteachers@crownccommercial.gov.uk with the school's details and contact details. Supply teachers and other temporary or peripatetic teachers to comply with the school's arrangements for managing and minimising risk.		
Lack of adherence to national guidance for visits	Quarantine guidance monitored. https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk Staff briefed regarding availability responsibilities for the academic year 2020/21.		
Lack of protective measures for extra-curricular activities on school premises	School to use discretion and take pragmatic steps to adapt performance management and appraisal arrangements to take account of the current circumstances. Teachers not to be penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives. Appraisals and performance management for support staff to be carried out in accordance with the employee's contract of employment.		
	Keeping Children Safe in Education Part 3 adhered to.		

	<p>Statutory inspections schedule in place and regular testing/remedial work undertaken as appropriate.</p> <p>Contact is made with GCC if any problems are identified.</p> <p>An unplanned fire alarm evacuation on 14 September 2020 enabled classes to consider social distancing while exiting and assembling. Groups should remain apart during evacuations where possible.</p> <p>Good natural ventilation maximised throughout the school.</p> <p>Kitchen complies with the guidance for food businesses during COVID-19. https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>		
	<p>COVID-secure measures at an educational visit destination to be assessed by the lead teacher and used to compile the visit risk assessment.</p> <p>Headteacher to use discretion to allow visits where benefit to pupils and staff significantly outweighs the risks to health.</p> <p>The risk assessment to also consider additional control measures for keeping pupils within their consistent group, maintaining distancing (including protective measures) and means of transport to and from the destination.</p> <p>Risk assessment to be submitted to educational visits coordinator at least two weeks prior to visit.</p>		
	<p>Breakfast club to be held in the pupils' own classrooms and its provision risk assessed to include:</p> <ul style="list-style-type: none"> • catering appliances such as kettles, toasters and microwaves • cutlery particularly sharp knives • hygiene standards in preparing and distributing food and drink <p>Control measures to be implemented to ensure safe provision.</p>		

CURRICULUM, BEHAVIOURAL and PASTORAL SUPPORT
1. Specific Points for Key Stages 2. Physical Activity 3. Catch Up Support
4. Extending Provision set out in an EHCP 5. Pupil Wellbeing and Support 6. Behaviour Expectations

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Death of pupil/staff/family	Bereavement policy written – all staff to follow guidance in this policy		

<p>Staff unsure how to handle behaviour</p> <p>Pupils who have been isolating / shielding have not had access to teaching in school</p>	<p>Behaviour Policy Covid-19 Addendum written – all staff to follow guidance.</p> <p>Headteacher to avoid, as far as possible, excluding any looked-after child.</p> <p>Where a looked-after child is at risk of exclusion, the designated teacher contact the relevant authority’s virtual school head as soon as possible to help the school decide how to help the child and avoid exclusion becoming necessary.</p> <p>Where a previously looked-after child is at risk of exclusion, the designated teacher will speak with the child’s parent or guardian and seek advice from their virtual school head to avoid exclusion where possible.</p>		
<p>Failure to follow physical activity advice increases the risk of transmission</p>	<p>School website guidance was made available.</p> <p>Regular contact with families not in school to offer advice and support</p> <p>Recovery curriculum implemented for all pupils to focus on prime areas of learning, gaps in education not addressed and a sufficiently broad curriculum as appropriate for each key stage.</p> <p>Individual pupil risk assessments undertaken to assess each pupil and their needs:</p> <ul style="list-style-type: none"> • Potential health risks from COVID-19 • Temporary reduction in delivery of plan elements • Risks to siblings or other family members • Wellbeing impact • Safeguarding • Out of school vulnerability • Provision of equipment or services to the pupil as required 		

<p>Failure to provide extra-curricular provision e.g. breakfast club/after-school clubs affects pupils' well-being and the ability for parents to return to work.</p> <p>Failure to follow music, dance and drama advice increases the risk of transmission</p> <p>Pupils experiencing emotions such as anxiety, stress or low mood.</p>	<p>Headteacher has discretion to decide which physical activities are provided whilst following the measures in their system of controls.</p> <p>Schools must only provide team sports on the list available at return to recreational team sport framework.</p> <p>Outdoor sports prioritised and indoors in the sports hall maximising natural ventilation by keeping doors open.</p> <p>Distancing maintained between pupils and scrupulous attention paid to hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p> <p>External facilities used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Following guidance:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents <p>School will work with external providers for curricular and extra-curricular activities where satisfied that it is safe to do so and in line with national guidance.</p> <p>Provision of activities such as active miles, making break times and lessons active and encouraging active travel to help enable pupils to be physically active.</p> <p>Breakfast clubs and after-school clubs managed by school staff to continue where school is satisfied that it is safe to do so and in line with national guidance.</p>		
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	<p>Noise levels kept at low levels to avoid shouting or raised voices. Playing instruments and singing in groups takes place outdoors wherever possible; where indoors, numbers limited to account for ventilation. Windows and doors opened where possible. Numbers of peripatetic teachers visiting minimised and will comply with arrangements for visitors during the pandemic particularly maintaining distance from other staff and pupils. Pupils seated side-to-side when playing or singing (rather than face-to-face) whenever possible. Any instruments/equipment loaned to or hired by the school will be cleaned on arrival, before first use and prior to collection/return. Sharing instruments avoided. Sanitising of equipment at end of lesson or performance.</p> <p>School not currently hosting performances with an audience indoors. Consideration given to live streaming or recording events in accordance with safeguarding policy and parental permissions.</p>		
	<p>Government's Wellbeing for Education Return programme, providing training and resources for teachers and staff in all state-funded schools to respond to the wellbeing and mental health needs of children and young people as a result of COVID-19.</p>		

ASSESSMENT and ACCOUNTABILITY

1. Inspection 2. Primary Assessment

3. Accountability Expectations

Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Suspension of Ofsted inspections during the Autumn 2020 term	<p>Inspector undertaking visit during the Autumn 2021 term to discuss the school's management of pupil return to education; collaborative discussions, taking into account the curriculum and remote education and not resulting in a judgement.</p> <p>Statutory primary assessments to take place in summer 2021. Anticipating EYFS profile and all existing statutory key stage 1 and 2 assessments, to return in 2020 to 2021 in accordance with their usual timetables.</p>		

<p>Inability to measure remaining impact of COVID-19 on 2019/20 cohort of pupils</p> <p>Suspension of performance tables for 2019/20 academic year</p>	<p>Those working with schools, including Ofsted and DfE regional teams, will refer to the 2019 data.</p> <p>DfE to use 2019 data as a starting point for any conversation about support for the school. See coronavirus (COVID-19): school and college accountability.</p>		
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CONTINGENCY PLANNING for OUTBREAKS 1. Local Outbreaks 2. Contingency Plans 3. Remote Education Support			
Hazards	Generic Control Measures	Additional Control Measures needed to reduce risk to an acceptable level	Date to be actioned
Pupil sent home unwell	Home School Covid 19 agreements sent to all families and signed to confirm the procedure.		
Pupils not in school due to COVID-19 illness	School website guidance was made available. Regular contact with families not in school to offer advice and support. Laptops issued to vulnerable pupils through social services.		
Lack of contingency planning for partial or full closure.	Paternoster School Covid Outbreak Contingency Plan, September 2021 in place and reviewed regularly and updated to reflect changes to DfE guidance.		
Lack of planning for remote education	Contingency plan in place for remote education provision as required.		

support where larger numbers of pupils remain at home			
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