



CIT COVID RISK ASSESSMENT – Mainstream Primary Academies

Covid 19 Risk Assessment to support the return of all pupils on March 8th 2021

Objective: To ensure safety of staff and pupils

Date completed: 24.02 2021

This document is a “living document” and will be reviewed and updated as the circumstances and public health advice changes.

Date updated: 24.02.2021

Date shared to staff: 05.03.2021

Reviewed by Director of Education

Government guidance source:

- **Guidance for Full Opening – Schools** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **Guidance for Full Opening: Special Schools and other Specialist Settings** <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- **Guidance for Schools: Coronavirus** https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=aa90ae5c-050a-4451-9e64-656e88397bea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Guidance for Food Businesses on Coronavirus** [guidance for food businesses on coronavirus \(COVID-19\)](#)

Government requirement: ‘Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include:

- 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 maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable’

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Key for RAG Rating:

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

The headteacher must have read the guidance stated above and must ensure that all elements of the guidance are adhered to. Should the school need to diverge from the guidance then it must be recorded in this risk assessment in order that the Trustees can approve the mitigation or ask that additional measures are taken.

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions needed	Status
Prevention					
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school					

<p>Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the government guidance – “Covid 19 – guidance for households with possible coronavirus infection)</p>	<p>COVID brought into school</p>	<p>COVID spread Bubbles closed</p>	<p>Signage in school reception and at gateway entrance to school Letter to all stakeholders Site manager/admin to liaise with visitors and/or contractors Social Media to be used to reinforce message and communicate to harder to reach families First day response phone calls to check why children are off and take relevant action within school should potential covid case be apparent Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms</p>	<p>Signage displayed Detailed letter to explain COVID-19 policies and procedures COVID-19 visitor log & information in front entrance HT/Staff to regularly reinforce messages via school website, twitter & Facebook Pupils to be contacted on first day of absence & COVID-19 policies and procedures to be followed School COVID-19 policies and procedures to be followed by transport providers</p>	
<p>2. Ensure face coverings are used in recommended circumstances</p>					
<p>Are protocols in place for staff to wear face coverings in recommended circumstances where social distancing between adults is not possible?</p>	<p>Pupils and staff if social distancing or bubble integrity is compromised</p>	<p>Cross infection between adults</p>	<p>Face-coverings are not classed as PPE. Safe removal of face-coverings in line with current guidance – cleaning of hands before and after touching and safe storage It is not required for a member of staff to wear facemasks in classrooms.</p>	<p>Staff to be informed and reminded to wear face-covering when not able to socially distance from other adults ie in corridors. Hand washing and sanitising stations located on classrooms and corridors Supply of face coverings available in school</p>	
<p>Are protocols in place should pupils arrive at school wearing face masks?</p>	<p>Pupils who touch facemasks or remove them incorrectly and transmit virus as a result</p>	<p>Pupils and staff in contact with facemask wearer</p>	<p>School communicates that pupils will not be able to wear masks at school Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil Following removal staff insist that pupil washes hands SLT contact parents/carers do discuss the issue with facemasks and ensure</p>	<p>Detailed letter sent to all stakeholders explaining COVID-19 policies and procedures for March Following DfE guidance, we do not encourage the use of masks in school. PPE is only needed in a very small number of cases. - Where a child becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained. Where a child already has routine intimate care needs that involves the use of PPE.</p>	

			that use is minimised unless advised by independent doctor...		
3.Clean hands thoroughly more often than usual.					
Is school ensuring that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments	Covid spread within school	Cross contamination	Hand sanitisers are in place (large units outside staff and KS2 toilets – smaller in classes and other locations) Additional hand sanitisers are present for areas where potential sink issues following contact (near playgrounds/on playground...) Hand washing/sanitising to be supervised by staff Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use	Hand sanitisers are available in all areas of school (entrance, offices, staffroom, toilets, classrooms, break out rooms & corridors, outdoor areas) Children in routine of washing hands when they arrive, returning from breaks, changing rooms, before and after eating Soap and hand sanitiser stock is checked & replenished daily	
Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly? [Review the guidance on hand cleaning]	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival Paper towels available to ensure hands are dried thoroughly.	Posters displayed and routine established. COVID-19 policies & procedures PowerPoint shared with children at the start of each week. Hand sanitisers are available in all areas of school (entrance, offices, staffroom, toilets, classrooms, break out rooms & corridors, outdoor areas) Paper towel stock is checked & replenished daily	
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing, and after removal of face mask	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Visuals in class to support pupils understanding along with posters around school Taxi children wash hands before putting face mask on and after removal	Posters displayed and routine established. Staff to supervise and support pupils with hand washing where required Weekly staff meetings are used to give reminders about the importance of hygiene Visual timetable displayed in every classroom with a clear focus on hygiene. COVID-19 policies & procedures PowerPoint shared with children at the start of each week.	

			Staff wash hands before putting face mask on and after removal		
Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly briefings used to reinforce key aspects of risk assessment Posters and lessons are in place to reinforce the need for this and children are encouraged to point out when procedures are not followed or teacher/other pupils touch faces	Posters displayed and discussed as reminders Weekly staff meetings are used to give reminders about the importance of hygiene COVID-19 policies & procedures PowerPoint shared with children at the start of each week.	
Has the school ensured that help is available for children who have trouble cleaning their hands independently	Covid spread within school	Cross contamination	Staff support pupils where needed Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements	Staff to supervise and support pupils with hand washing where required	
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.					
Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this Visuals in class to support pupils understanding Tissues available within class bubbles to ensure pupils and staff have access to these where needed.	Posters displayed and discussed as reminders Weekly staff meetings are used to give reminders about the importance of hygiene COVID-19 policies & procedures PowerPoint shared with children at the start of each week. Shared gov. guidance of https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus Tissue stock is checked & replenished daily	
Are procedures in place to ensure that bins for tissues are emptied throughout the day	Covid spread within school	Cross contamination	Bins are emptied twice a day – lunch time and after school All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others	Emptying bins at lunchtime and after school is part of the daily routine Lidded bins in all areas Weekly staff meetings are used to give reminders about bins	
Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation	Covid spread within school	Cross contamination	All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can	All areas have suitable ventilation/ windows which can be opened. Weekly staff meetings are used to give reminders about ventilation No air condition in school	

(opening windows) or ventilation units			be opened, staff reminded to ensure ventilation Air condition not to be used nor are fans that circulate air		
Are procedures in place to risk assess the need to positively handle pupils who have uncontrolled behaviour on a regular basis	Staff having to positively handle thus rendering social distancing redundant	Cross infection	A risk assessment has been undertaken to show the level at which the school is able to positively handle if needed (Team Teach Training up to date, regularity of need for specific pupils etc) The risk assessment been communicated with range of stakeholders including child and parents/carers Appropriate support has been sought from LA/support services All possible interventions have been considered including reduced timetables School understands the exclusion policy and only uses exclusion to find solutions or to mitigate unfair risk to other pupils/staff or the specified pupil	Pupils with challenging behaviour have a risk assessment in place Behaviour risk assessments have been shared with all stakeholders Outside agencies have been involved where required Interventions are in place for pupils who need them and are regularly reviewed. Exclusion is a last resort at Caythorpe	
Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Covid spread within school	Cross contamination	Classroom doors are propped open when occupied and then closed when not to meet fire safety regulations All other doors are open where they do not compromise fire safety	Where safe, doors in all areas of school are propped open first thing in the morning and closed at the end of the day to limit use of door handles and aid ventilation.	
2. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products					
Has school discussed with cleaning contractors or staff the additional cleaning requirements and agreed additional	Covid remaining on surfaces and spreading by touch	Cross infection	Appropriate cleaning rotas are in place, coordinated by site manager/headteacher with adjusted hours implemented to take into account contact with staff/pupils	Cleaners to follow daily cleaning schedule & ensure every room is stocked with the required cleaning materials. Staff to clean surfaces throughout the day and sinks and toilets at lunchtime Guidance shared with cleaners https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	

hours to allow for this			Additional contract cleaner employed to ensure sufficient capacity in the team where required		
Is school following the COVID-19: cleaning of non-healthcare settings guidance	Covid remaining on surfaces and spreading by touch	Cross infection	School are following this guidance	Weekly staff meetings are used to give reminders about cleaning policies and procedures	
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal	Covid remaining on surfaces and spreading by touch	Cross infection	Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within groups and will be cleaned between use Large outdoor apparatus (trim trails...) to be out of use as cleaning cannot be maintained Resources that are shared between bubbles to be cleaned before use Pupils will have own specific resources including pens, pencils, rulers etc Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles Toilets to be cleaned following lunch break and after school Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas...	Weekly staff meetings are used to give reminders about cleaning policies and procedures Each class has own resources which are cleaned after use. Red tape to be used to cordon off equipment that is out of bounds. Staff to clean resources after use. Individual resources are allocated and stored at pupils work stations. Reading books are allocated to classes. Staff to clean sinks and toilets at lunchtime and cleaner after school Staff to clean surfaces throughout the day.	
Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented?	Staff and pupils in contact with hot meals cutlery/plates/utensils etc	Transmission of covid from surfaces	School kitchen to be assessed against the standards here: guidance for food businesses on coronavirus (COVID-19) . Estates manager to consider this with school kitchen managers Where hot meals are delivered: Hot boxes to be wiped with anti-bac upon arrival Children to attend hot meals as on staggered basis as specified in section 5	School catering risk assessment in place and shared with staff. Meals are delivered daily & hot boxes are wiped with anti-bac upon arrival. Staggered lunch rota in place	

5. Minimise contact between individuals and maintain social distancing wherever possible.

<p>Have classes been designated as separate bubble or less?</p> <p>Does the director of education know if this bubble is over 30 due to class size?</p>	<p>Larger bubbles meaning more children missing education should the bubble need to close</p>	<p>Cross infection</p>	<p>All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to Air condition not to be used</p>	<p>Pupils have been organised into consistent groups/classes and adults have been allocated to classes/bubbles. Staff and pupils will remain in class groups at all times and will not mix with other classes. KS2 classes have 32 pupils in each class. Adequate staff and space has been allocated to KS2 to allow groups to separate into single year groups without mixing with other classes.</p>	
<p>Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?</p>	<p>Children and staff passing covid within bubble</p>	<p>Cross infection</p>	<p>All tables within Infants and Juniors (Years 1-6) to face forwards Gaps to be as large as is possible between each desk Desks to have a maximum of two pupils (forward facing) Pupils to sit next to each other facing forwards Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff Staff to maintain 2 meters distance at the front of the room when possible and to minimise face to face work with children when aiding with learning</p>	<p>In Years 1-6, tables have been organised so that 2 pupils sit side by side, forward facing, with maximum gaps between tables.</p> <p>Children with complex needs are supported to maintain their distance and not touch staff or their peers. Pupils needing specific help and preparation for changes to routine that these measures involve will be supported and prepared for ie social stories,</p> <p>Furniture and resources that are not needed have been removed from classrooms to allow for maximum space and social distancing. Weekly staff meetings are used to give reminders about limiting face to face contact with children when aiding with learning</p>	
<p>Has the timetable been refreshed to consider the following:</p> <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors 	<p>Large groups of adults/staff /pupils passing one covid when within the same social space</p>	<p>Cross infection</p>	<p>Full curriculum to be delivered using the cleaning protocols already outlined for shared resources Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. The teacher will be supported by TA/other adult who will aid children whilst teacher delivers lesson with 2 meters distance from the front of the class Assemblies to be virtual using Teams until such point as government guidance changes PE</p>	<p>Timetable has been adapted and agreed with staff</p> <p>Timetable has been adapted so that PPA and interventions can be covered by the adults working in that class with the exception of Year3/4 – both covered by additional teacher who will only work within this class</p> <p>HT is the only non-teaching member of staff so will not be teaching</p> <p>Assemblies are virtual via Teams</p> <p>Staff to teach skills based PE curriculum or/and non-contact, non-teams based activities.</p>	

<ul style="list-style-type: none"> • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • stagger assembly groups • stagger break times (including lunch), so that all children are not moving around the school at the same time • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact 			<p>Break times to be staggered such that bubbles do not mix. Where there is large enough the playgrounds/fields can be zoned so that more than one group can be out at once. Staff barrier will be between the groups</p> <p>Lunch time to be staggered with zoned areas for each bubble. All tables and chairs to be cleaned between use by different bubbles</p> <p>Drop off and pick up times to be staggered with one way systems etc as appropriate. All children to receive full teaching hours</p> <p>Movement around school to be done by rota</p> <p>Toilet blocks to be assigned to specific bubbles (there will now be more than one bubble in each block) – teachers to encourage toilet use prior to and after staggered breaks/lunches</p>	<p>Timetable shows staggered break times and lunch times so that only 1 class is using the corridor and 2 classes are outdoors at a time. Shared areas will be in 2 zones. Classes to have own playground equipment and it be cleaned frequently.</p> <p>Timetable shows staggered lunch times and shared areas will be in 2 zones. Tables and chairs will be cleaned after use. Timetable shows that drop off and pick up times are staggered. Remind parents about the process of drop off/pick up including not to gather at the gates or come onto site without an appointment</p> <p>A one-way system is in place. All pupils to receive full teaching hours. Shared spaces are zoned</p> <p>Timetable shows who will be using which toilets and pupils are encouraged to use the facilities during their allocated break times to minimise contact with other classes.</p>	
<p>Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible (Note further Government guidance will shortly be published on safe travel)</p>	<p>Too many social interactions</p>	<p>Limiting of cross infection and clear ability to track and trace</p>	<p>School to consider how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible</p> <p>School to maintain protocols with private transport (taxis...) to ensure that they have completed risk assessments and will notify school should staff have symptoms</p> <p>Pupils to enter by outside doors directly into classes where possible</p>	<p>Staff/pupils encouraged to walk, bike or scoot to school where possible. Separate areas allocated to each class to park bikes/scooters.</p> <p>Taxi companies to share their risk assessment and ensure that school is informed if drivers have symptoms. Pupils to wear a mask for Taxi travel – following the handwashing protocol as above</p> <p>R, Y1, Y2, Y3, Y4 & Y6 pupils to enter their classroom directly. Y5 to enter via side intervention room entrance mainly for ease of handwashing protocol</p>	

<p>Have protocols for the use of the staffroom been put into place in order to minimise contact with those from other bubbles and transmission via use of shared facilities (kettles, microwaves....)</p>	<p>Staff who have contact within the area or use shared resources by touching surfaces</p>	<p>Cross infection</p>	<p>Staff will abide by the following protocols: Timings for use of the staffroom will be staggered by bubble Where 2 bubbles have the same time the staff from different bubbles will maintain 2m social distancing at all times Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc Increased cleaning is in place with all handles etc cleaned on a daily basis</p>	<p>Timetable shows staggered breaks. Only staff members from 1 class to use the staffroom at a time. Social distancing to be maintained between bubbles. All shared facilities to be cleaned after use by individual members of staff. Everyone has a responsibility to clean up after themselves.</p>	
<p>Has the school created a separate risk assessments for wrap around care which has been approved by the Director of Education?</p>	<p>Bubble protocol breached and increased transmission of covid</p>	<p>Cross bubble infection</p>	<p>In order to open wrap around care the headteacher will present the DoE with a separate risk assessment which considers: Which staff run the sessions and what is the implication for bubbles within school Whether the pupils attending can be put into small groups which cross a maximum of two bubbles If the cleaning arrangements for the care meet the standards achieved within the rest of the school How resources will be cleaned following use If the room used will impact upon the functioning of the school day Any other relevant detail which may impact upon the school day, staffing or pupil cross contamination</p>	<p>Breakfast club risk assessment completed by Headteacher: Breakfast club to be run in school hall – large, well ventilated area which is only used at lunch time 1 adult who is not part of any classes to run breakfast club Pupils who attend breakfast club to be divided into class groups and will not share resources Resources and surfaces to be cleaned after use.</p>	
<p>How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles</p>	<p>Pupils and staff if social distancing is compromised during fire drills</p>	<p>Transmission of covid between bubbles</p>	<p>The headteacher has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils This has been communicated effectively to staff and pupils</p>	<p>Fire alarm/drill procedures have been amended to maintain social distancing between groups Staff/pupils leave building via their classroom doors and congregate on the school field. Classes stand separately. COVID-19 policies & procedures PowerPoint shared with children at the start of each week.</p>	

Extra-curricular activities including catch up groups	Pupils and staff if social distancing or bubble integrity is compromised during clubs	Transmission of covid between bubbles	All proposed extra-curricular activities will be assessed by the headteacher and will only go ahead if: They are limited to pupils from one bubble Staffing of the club does not compromise bubble integrity The club can take place without impinging upon the timetabling which has been adapted to ensure staggers etc minimise social contact	No after school clubs for the Spring Term. This will be reviewed for the Summer Term If after school clubs begin they will be offered on a class/year group basis so that classes do not mix and they will fit in with the established timetable.	
environments where singing, chanting, playing wind or brass instruments, dance or drama takes place	additional risk of infection in	Risk of airborne transmission shouting or singing loudly can produce 20-times the mass of aerosol than speaking at a normal level of loudness	Singing, wind and brass instrument playing can be undertaken in line with this and other guidance. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Visiting music teachers will wear a face mask, be aware of the Cathorpe Risk assessment and share their risk assessment. (Lincs Music Outreach and RoackSteady) We will keep pupils within bubbles, teaching groups will be reduced, pupils will be placed back to back or side to side, maintain social distance, Take necessary measures when handling w\equipment ie hand washing and sanitising equipment.	Keep background music levels low so staff do not need to raise their voice. Singing will only take place in well ventilated areas (outdoors) for limited periods of time with limited numbers Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England. Additional guidance available at working safely during coronavirus (COVID-19): performing arts. Additional guidance on safer singing	
6. Keep occupied spaces well ventilated					
Are spaces adequately ventilated?	Covid transmission through school	Risk of airborne transmission	All classrooms used have suitable natural ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to keep open pathway External opening doors may also be used as long as it is safe to do so.	Staff reminded to keep windows and doors of classrooms open to allow for natural air flow via staff meetings Allow flexibility to uniforms for wearing of additional indoor clothing Heating to be used as necessary to ensure comfort levels are maintained.	

8. Ensure individuals, where necessary, wear appropriate PPE.					
Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Usual PPE to be worn except: Where pupils specific RA highlights use of PPE Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms	Staff have completed PPE training and are equipped to support pupils when required. PPE is available for staff to use as and when required - disposable aprons, gloves, surgical masks and visors PPE adornment and removal guidance displayed in staff room where PPE is stored	
Is PPE available to members of staff who require it to carry out cleaning safely	Lack of PPE	Staff catch Coronavirus due to lack of PPE	School has enough stock of PPE to deal with both daily needs and suspected cases School is able to order PPE as supplies decrease School is able to create arrangements within Trust should supplies arrive late	PPE stock is check and replenished across school on a daily basis. PPE is ordered as and when needed from reliable suppliers Relationships across CIT are established and supplies could be arranged if needed.	
9. Promote and engage in asymptomatic testing					
Are staff engaging in the Lateral Flow device method of testing?	Asymptomatic COVID	Staff transmit and catch COVID due to asymptomatic carrier of virus	Staff allocated test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week (Monday and Thursday mornings). Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.	HT to keep a log of kits designated to staff Staff to log their results via the GOV website and forward results to HT/admin who will keep a log of results and actions taken from any positive outcomes.	
10. Promote and engage with the NHS Track and Trace process					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with	COVID-19 visitor log in place School COVID-19 policies and procedures to be followed at all times which includes school being informed of any positive cases.	

			Any breaches of bubbles must be recorded on the COVID Action Log Any pupil or member of staff should be tested if they show symptoms Anyone who has been in school must be reminded that if they test positive school must be informed	Staff/pupils/visitors self-isolate immediately and not come to school if they develop symptoms, been in contact with someone who tests positive for Coronavirus, anyone in their household or childcare bubble develops symptoms or are advised to isolate by Track and Trace – they should be tested if they have symptoms and school to be informed of the outcome	
11. Manage confirmed cases of Coronavirus amongst the school community					
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or known case is present	Covid transmission	The guidance: ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ Will be followed	‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ shared with staff and parents Swift action to be taken	
12. Contain any outbreak by following local health protection team advice					
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others	Follow local health protection team advice regarding an outbreak. DFE Helpline 0800 0468687 Discuss advice and actions with DoE immediately.	

			<p>who may have been in contact with the person who has tested positive.</p> <p>Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p>		
13. Communication					
<p>Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</p>	<p>Too many social interactions</p>	<p>Limiting of cross infection and clear ability to track and trace</p>	<p>Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment</p> <p>Covid Notice Board gives access to all information</p> <p>Information is shared both in person (socially distanced via TEAMS) and electronically (CIT training website and email etc)</p>	<p>Weekly staff meetings are used to give reminders about risk assessment content and roles and responsibilities across school.</p> <p>COVID-19 notice board is in staffroom with all relevant information shared</p> <p>School emails are used to share key information and updates.</p> <p>All staff have access to the CIT training website</p> <p>Staff also emailed all relevant updates</p>	
<p>Is the protocol in place should to close bubble and inform public health should there be a positive case within school</p>	<p>Covid is present within school</p>	<p>Transmission risk hugely increased</p>	<p>Headteacher know that they will take the following action for a positive case:</p> <p>Close the bubble immediately informing all pupils/parents that they must isolate for 2 weeks</p> <p>Inform the rest of the school community that the bubble has been closed</p> <p>Inform Lincolnshire Public Health and follow any direction</p> <p>Complete LA covid card to ensure all LA protocols have been completed</p> <p>Inform Director of Education immediately</p> <p>Should pupils/staff have symptoms:</p> <p>Pupil/staff member will be sent home immediately</p> <p>Those supervising pupils will have the specified PPE</p>	<p>LA Coronavirus Action Cards are in school and must be followed if we have a confirmed positive case</p> <p>Bubble to be closed immediately and parents to be informed that they must isolate for 2 weeks</p> <p>School community to be informed of bubble closure</p> <p>Lincolnshire Public Health to be informed & actions followed up</p> <p>Paul Hill (DoE) to be informed immediately</p> <p>School COVID-19 policies and procedures to be followed if staff/pupil have symptoms</p> <p>Staff/pupil will be sent home immediately</p> <p>PPE will be used if supervising unwell staff/pupil</p> <p>Staff/pupils to be tested</p> <p>If test is negative staff/pupil can return to school once symptoms have gone</p> <p>If test is positive then the above protocols will be followed</p>	

			<p>Parents/Carers of pupils will be asked to get test completed</p> <p>Should the test be negative then pupil will be allowed to return after symptoms have subsided</p> <p>Should it be positive then the protocols above will be followed</p>		
<p>Has the headteacher as DSL and the Deputy DSL liaised with the Trust to determine what additional support is available for pupils/staff who are suffering with their mental health once they return to school?</p>	<p>Mental wellbeing is compromised</p>	<p>Pupil and staff may not be able to attend school affecting learning</p>	<p>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</p> <p>HT as DSL and DDSL have access to the HR team</p> <p>HT as DSL and DDSL know that Futures in Mind can be procured to work through issues or provide supervision virtually</p>	<p>Well-being team is established in school to support and sign-post staff/pupils who are suffering with mental health issues.</p> <p>Feelings boards in every classroom</p> <p>School works with Futures in Mind to support staff/pupils</p> <p>Croner support available for staff through CIT</p> <p>CIT support is available through HR</p>	
<p>Have the headteacher and the SENCO identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available?</p>	<p>Pupil with SEND do not have the level of provision usually in place</p>	<p>Pupil with SEND and class teacher who are leading their bubble</p>	<p>Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity</p> <p>Specialists are able to work with pupils in socially distanced manner in order to ensure high quality provision</p>	<p>Staffing timetable in place to ensure pupils with SEND have the support they need.</p> <p>Specialists will be permitted in school to ensure high quality provision. They will be made aware of school COVID-19 policies and procedures</p>	
<p>Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing</p>	<p>Pupil who are not able to attend school due to covid risk</p>	<p>Learning will not be sustained if plan is not in place</p>	<p>School has systems in place to communicate with parents/pupils should they be off school</p> <p>School has a distance learning plan in place since September 2020</p> <p>Director of Education has approved the distanced learning plan</p>	<p>Microsoft Teams is used for face to face meetings with parents and pupils at home when required</p> <p>Distance learning plan in place – Oak National Academy and White Rose Maths to be used to support the school's current curriculum to ensure consistency and high-quality learning</p>	

Has the school considered the role of adults who have been shielding	Staff who are more susceptible to covid	Former shielding staff member	Where possible the school has made arrangements for working from home (admin roles) if possible Where the role has to be completed at school and individual risk assessment for that member of staff is in place and agreed between the school and staff member	Individual risk assessment has been completed, shared and agreed with staff members who have been shielding to ensure that they can return to work safely in April '21	
Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Therapists can visit school but should be recorded in the visitor log (even if contracted) They can only work with one bubble a day and must be socially distanced during work	COVID-19 visitor log in place Specialists will be permitted in school to ensure high quality provision. They will be made aware of school COVID-19 policies and procedures	
Has the school established a protocol for other visitors (CIT)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	All visitors must book in with the HEAD Teacher prior to a visit All CIT visitors must be entered into the visitor log. Number of CIT visitors will be limited to Directors of Education, other CIT members of staff will need to get ELT permission. In the case of ST Paul's and Linchfield – Becky King will be able to visit both schools. School staff should not be visiting other sites unless agreed with Director of Education and both Head Teachers. Visitors to be given specified place for work if necessary and cleaned after	Visitors will only be permitted in school in school by a prearranged appointment. Visitors will be kept to a minimum COVID-19 visitor log in place School COVID-19 policies and procedures will be shared with visitors Teaching spaces identified for music teachers – any groups taught to be from the same bubble	
Does the school have a protocol for other visitors including a visitor log?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Visitors log – all schools to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with All other visitors to be approved by Director of Education	Visitors will only be permitted in school in school by a prearranged appointment. Visitors will be kept to a minimum COVID-19 visitor log in place School COVID-19 policies and procedures will be shared with visitors	

Has the school advised pupils/parents to Walk / cycle / scoot where possible – 1 adult only with children?	To many social interactions/ condensed traffic leading to groups meeting near school grounds	Transmission on way to/from school	School to encourage all pupils/parents and carers to walk, scoot or cycle to school School has specified that pupils may only be accompanied by one adult on entry to school grounds	Detailed letter sent to all stakeholders explaining COVID-19 policies and procedures for March 2021 which includes drop of and collection arrangements.	
Have staff received any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training?	Staff not understanding protocols	All members of school community if protocols not used precisely	All staff have completed CIT training online All staff have attended staff meetings to discuss updated risk assessment All staff have updated timetables All staff understand the protocols for actual or suspected cases All staff have access to the covid notice board Briefing each week or as required deals with any protocol issues	CIT online training has been completed by staff Weekly staff meetings are held to discuss COVID-19 risk assessment and policies and procedures Timetables agreed for September COVID-19 notice board is in staffroom with all relevant information shared LA Coronavirus Action Cards are in all classrooms and the school office and renewed when updated versions are available as well as being emailed to staff.	
Has the school kept up-to-date with advice issued by, but not limited to, the following: - DfE - NHS - Department of Health and Social Care - PHE The school's local health protection team (HPT)	National expectations change and school maintains defunct protocols	All staff and pupils are restricted by protocols or are not working to new protocols thus increasing risk	DoE maintains weekly contact with all heads to update on current advice All HTs maintain risk assessment to take account of any nationally demanded changes Substantial changes are approved by CIT Trustees	Weekly HT meeting with CIT DoE to discuss current advice and changes School risk assessment is constantly reviewed and updated to reflect changes Changes are logged and approved	
Has the school put arrangements in place such that Trainee teachers can fulfil placements	School unable to have succession planning in place	School unable to train own teachers for the future	Trainee teachers to have a 7 day gap between any placements at other school and CIT school. Trainee teacher to be inducted to protocols in the same way as all other staff	Placements for trainee teachers are cancelled and no further commitments will be made to accommodate student placements Current SCITT Trainee teachers to have the same induction as all staff and COVID-19 risk assessment, policies and procedures to be shared.	

14. EYFS Arrangements					
	EYFS children unable to access learning due to overly structured formal environment	Mental health of EYFS children damaged due to limiting protocols	<p>Physical distancing between groups of children and staff is implemented as far as possible</p> <p>The use of communal spaces is managed to limit the level of mixing between groups</p> <p>The use of private outdoor space is maximised to ensure social distancing measures can be adhered to</p> <p>Sharing of toys and resources between children is reduced</p> <p>Any shared toys or resources that can be easily cleaned, are cleaned between different groups' use</p> <p>Unnecessary items are removed from the learning environment to facilitate cleaning</p> <p>Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively</p> <p>A good supply of disposable tissues is available throughout the premises and 'catch it, bin it, kill it' is encouraged through signage</p> <p>Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the <u>COSHH Policy</u></p> <p>Children are discouraged from bringing items and toys from home unless it is essential. In the event that items are brought from home, they are appropriately cleaned on arrival</p>	<p>COVID-19 policies & procedures PowerPoint shared with children at the start of each week.</p> <p>EYFS has own classroom and outdoor areas for their sole use</p> <p>Minimal resources are out at any one time and they are cleaned after use</p> <p>Children are supervised with hand washing and using hand sanitiser so that it is done properly</p> <p>Tissue stock is checked and replenished daily. Posters promote catch it, bin it, kill it.</p> <p>Surfaces and resources are cleaned regularly.</p> <p>Children use resources in school only</p>	
15. Other					
Kitchen Risk Assessment in place	High risk for transmission	High risk of spread of COVID	<p>Setting kitchens can continue to operate but must comply with the guidance for food businesses on coronavirus (COVID-19).</p>	<p>No kitchen at Caythorpe</p> <p>COVID-19 risk assessment in place for the delivery and serving of hot meals</p>	

Has school taken appropriate actions to reduce risk if a school trip is deemed safe (local visits to parks etc in the first instance)	Change in daily protocols mean that social distancing or bubble protocol not followed	All members of bubble on trip	No trips to be undertaken	Trips will not be arranged	
Has the school considered the building needs (all buildings have been fully functional but some rooms have not been used in specific schools)	The rooms that have been mothballed may have teething issues on reopening	Children and staff using the room	Check that all rooms that have been out of use are set up for return Ensure that all utilities are working Ensure that the rooms have had all statutory checks completed (water temp, fire call points etc)	Rooms are set up ready for March and in line with the COVID-19 risk assessment, policies and procedures All statutory utility checks have been carried out and all equipment is fully functional	
<u>Changes or additional points made by specified school (please date):</u>					