

Guidance updated in line with [Guidance for New National Restrictions from 05.11.20](#) as well as the revised [Guidance for full opening 05.11.20](#)

The following controls are monitored by all staff. Where controls are not working effectively concerns should be raised with line managers, discussed and SLT and protocols amended.

Changes following National Restrictions as of 05.11.20 and the latest ‘full opening guidance’ are highlighted

Section of the guidance/ Area of risk	Guidance for full Opening: Control measures and mitigating considerations
	<ul style="list-style-type: none"> • Production of a school and site-specific risk assessment in line with government guidance and HSE guidance (the measures contained within this document). • Staff meetings, written protocols and class time to ensure staff, parents and pupils understand the school’s control measures. <p>https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf</p>
<p>Section 1: Public health advice to minimise coronavirus (COVID-19) risks</p> <p>RISK: Failure to prevent the spread of infection.</p>	<p>Prevention Prevention measures 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>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> <ul style="list-style-type: none"> • Parent and staff protocols produced and communicated to ensure parents, pupils and staff understand the symptoms of COVID-19 • Clear communications with parents, pupils and staff to ensure symptomatic pupils and staff do not attend school and that pupils and staff stay at home if a member of the household is symptomatic • Matrons to liaise with staff, and parents of symptomatic pupils to ensure engagement with Test and Trace, and appropriate quarantine periods are adhered to. • Any parent contact about pupil illness to be forwarded to matrons immediately • Pupils or staff who become ill with COVID symptoms during the school day should go home immediately and follow the relevant guidance (see below) relating to testing and isolating.

- A child awaiting collection should be isolated in the sick bay and remain 2m away from other staff (or staff should use PPE if this is not possible) – they should only use the medical room bathroom and this should not be used by anyone else until thoroughly cleaned/disinfected.
- Call 999 should the person become seriously unwell
- Staff who have been in close contact with a symptomatic pupil should remain at work unless the child tests positive, they develop symptoms themselves, or they are advised to isolate by NHS Test and Trace or the PHE advice service/local health protection team
- Anyone who has been in contact with a symptomatic person should wash or sanitise their hands and the area around the symptomatic person should be thoroughly cleaned/disinfected.
- The school has created an NHS Test and Trace app location QR for all visitor to the school buildings to scan.
- Staff will be encouraged to download the NHS Test and Trace app.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

2) Where recommended, use of face coverings in schools.

New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:

- The Executive Leadership Team and Matrons should monitor the local situation carefully to determine whether or not Year 7 and 8 pupils and staff should wear face coverings in corridors and communal areas.
- Bubble arrangements should mean that ‘communal areas’ are reduced to a large degree.
- All visitors to the school should wear face coverings in communal areas and corridors.
- All adults and Year 7 and 8 pupils must wear a face covering on school minibuses (see Transport below)

In the event of local restrictions: (These measures should be followed from 05.11.20)

- All adults and pupils in Years 7 and 8 should wear masks in corridors and communal areas outside the classroom.
- Year 6 pupils to wear face coverings when moving around the main house or other communal areas.
- Pupils and staff should wear face coverings in lessons only where practical activities (such as science experiments and DT activities) make social distancing impractical.
- All other adults should wear face coverings in communal areas, including offices for staff where 2m social distance cannot be adhered to.
- All parents must wear face coverings when dropping off and collecting children

- Changes to local restrictions should trigger a parent communication to ensure all parents and pupils comply with new protocols, and staff briefings should ensure all staff are aware of and comply with changes.
- Time will be set aside to explain changes to the pupils

Face covering exemptions exist for those who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate
- Spare face coverings should be stocked in school in preparation for the advent of greater restrictions, however pupils in Year 6, 7 and 8 will be expected to have their own reusable face covering in school should the need arise.
- Pupil face coverings should be kept in a plastic bag/zip lock pouch in a blazer or bag.
- Damp face coverings should not be used and an alternative face covering provided by school instead
- Pupils should avoid touching their faces when removing or putting on face coverings and sanitise hands whenever doing so.
- Covered bins are provided for disposing of used disposable face coverings

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

3) Clean hands thoroughly more often than usual.

- Hand washing and sanitising stations positioned at, or close to, the entrances and exits of all buildings, at the entrances or in all toilets and outside all peripatetic teaching rooms.
- Staff and pupils to wash hands regularly (and as a minimum in between all lessons, at the start and end of all breaks, prior to entering the dining room/specialist teaching rooms)
- Supervision of younger pupils by teaching and break duty staff to prevent ingestion of alcohol-based sanitiser.
- Cleaning wipes available in all areas as alternatives to harsh sanitisers.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- Covered tissue bins throughout the school to mitigate against the risk of transmission.
- Slogans on posters around school, especially in all toilets and on computer screensavers.
- Adults and Year 7 and 8 pupils to wear face coverings on all school and public transport.

https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

- Enhanced cleaning schedule of high-touch areas – before, during and after school – including between lunch sittings, and between bubble use of specialist teaching rooms.
- Cleaning wipes in all areas with shared use of PCs or desks for staff (including work rooms and classrooms)
- Communal use mugs replaced by personal, reusable travel mugs
- Toilets allocated to bubbles with hand washing and sanitising stations for all areas
- Toilets allocated to specific groups of staff, with enhanced cleaning regimes and hand sanitiser and cleaning wipes available in all staff toilets.
- Staff to follow specific cleaning advice (detailed in the link opposite) where there is a suspected positive case.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances.

6) Minimise contact between individuals and maintain social distancing wherever possible.

New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:

The school will do everything possible to minimise contacts and mixing whilst delivering a broad and balanced curriculum.

- The emphasis at Stroud will be on separating groups into bubbles.
- Pupils in Year 7 and 8 will also be encouraged to maintain distance.
- All staff must maintain a distance of 2m, or 1m + face covering – staff must not consider themselves part of a bubble

Groupings/Bubbles:

Nursery and Reception	Year 5
Years 1 and 2	Year 6
Years 3 and 4	Years 7 and 8

- All other activities including wraparound care, break time clubs and after school co-curricular clubs will operate within bubbles.

Other small and consistent groups:

- Other small and consistent groupings will include: Year 6, 7 and 8 girls' games (to facilitate competitive sport), prep for middle and senior school (with social distancing between bubbles) and minibus transport groups before and after school.

Staff:

- Staff are not linked to bubbles.
- Staff should, as far as practical, remain at the front of the class within the marked 'teacher zone' and pupils should stay outside of this zone.
- Specialist staff up to Year 5 should teach in the pupils' classrooms to reduce movement of pupils on site.

Measures within classrooms:

- All pupil desks from Year 1 upwards should face the front of the class
- Tape will mark out a 2m teacher zone at the front of the class
- Face to face contact should be avoided as far as possible

Measures elsewhere:

- Allocated breaktime zones have been allocated to keep pupil bubbles separate at break and lunches, bubble marquees have also been provided
- Bubbles have been allocated separate toilet and changing room facilities.
- Whole school assemblies and other gatherings are not permitted and must take place via Zoom for the foreseeable future
- Bubbles have been allocated specific zones of the school to reduce any shared use of corridors and communal areas.

Shared staff areas:

- Separate workspaces and staffrooms have been created for staff in each of main departments.
- A breakout dining room has been created for NTS to eat lunch, and staff are encouraged not to eat with pupils unless they are on duty
- All large gatherings (such as staff briefing) will be held online for the foreseeable future.
- In the event of national or local restriction, all staff meetings should be conducted via Zoom
- In the event of national or local restrictions, all staff should wear face coverings in offices and workrooms where 2m social distancing is not possible.

Measure for arriving and leaving school:

- All bubbles will have designated drop off and collection areas, as well as staggered drop off times for N to Year 2, and staggered collection times for all bubbles.

Drop-off times are:

- EY and KS1 – 0815-0900
- MSch and SSch – 0815-0840

Drop-off /collection areas are:

- EY – drop off and collection EY setting
- KS1 – drop off Yew tree/ collection KS1 setting
- MSch – drop-off at drop-off zone/ collection KS2 building
- SSch – drop off and collection ASD courts/ late collection from dining room

Collection times are:

- EY and KS1 – 1530-1545 (plus 1630, 1700 & 1730-1745)
 - MSch – 1600-1615 (plus 1700 & 1730-1745)
 - SSch – 1615-1630 (plus 1700 & 1730-1745)
- School minibuses arrive at around 0815-0830 and EY/KS1 pupils are escorted to their bubble
 - School minibuses leave at 1640 (M & F) and 1745 (T, W & Th) and a member of the ELT will keep the 2 routes separate and ensure pupils in Year 7 & 8 are wearing face coverings

Parents on site:

- Parents are not allowed onsite, other than at the allocated drop-off and collection points, without an appointment, and parents are not permitted inside any buildings without an appointment.
- During national or local restrictions, parents will not be allowed into school buildings and all meetings will be conducted via Zoom
- During national or local restrictions, all parents will be required to wear a face covering when dropping off or collecting a child
- Parents will be regularly reminded about social distancing when dropping and collecting children
- Mixing of bubbles and playing on the school site after pick-up is prohibited
- Parents are permitted to collect from external doors to key buildings to ensure safety when it becomes dark

Supply, peripatetic and other temporary staff:

- Must ensure they follow the same rules as other staff based at the school and must not come to work if they or a member of their household is symptomatic.
- Must maintain 2m distance from other adults, and children where practical.
- Must notify the school if there is a confirmed case in another setting where they are working
- Must follow the protocols on distancing, hygiene

Catering staff, contractors and other visitors:

- Catering staff must wear PPE and follow the guidance set out by the school and SODEXO.
- Delivery drivers should not enter the school buildings. Large items will usually be delivered with the prior knowledge of the estates team and can be managed at distance and with face coverings. Smaller items can be delivered to the external deliveries drop-box.

- Essential contractors should not enter communal buildings without face coverings and should work under supervision when staff and pupils are in sessions to ensure distance is maintained. Usually contractors should not be on site during the school day.
- A record of all visitors should be kept for Test and Trace rapid contact tracing (and all visitors should sign in using the NHS app)
- Health care and social workers, including local immunisation providers can continue to operate, but must wear appropriate PPE onsite and follow the other control measures put in place by the school.

Equipment and resources:

- Individual and frequently used equipment (pencils and pens etc.) should not be shared and pupils should bring in their own pencil cases.
- Classroom resources such as books, games and toys can be used and shared within bubbles.
- Where possible, classroom resources should be cleaned regularly, and soft furnishings and books that cannot be cleaned should be routinely quarantined.
- Equipment and resources that are shared between bubbles should be cleaned and disinfected regularly and meticulously between use by different bubbles.
- Alternatively, where cleaning is not possible or practical, resources and equipment should be quarantined for 48hours (or 72 hours for plastic).
- Outdoor playground equipment should be limited to use by only one bubble unless quarantined between bubbles for 72 hours.
- Children should bring only the minimum of equipment and kit etc.
- Staff are permitted to take home books and other shared resources where it is necessary for pupils ongoing education.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf

Number 7 applies in specific circumstances.

7) Where necessary, wear appropriate personal protective equipment (PPE).

- PPE in schools is only likely to be needed in a very small number of cases:
 - Where an individual or pupil have become ill with COVID-19 at school and 2m distance cannot be maintained
 - Where a young person already has routine intimate care involving PPE – in which case the same PPE as usual should be worn
- The school has a supply of disposable masks and visors as well as aprons for use if needed.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

	<p>Number 8 must be in place in all schools all the time.</p> <p>8) Always keeping occupied spaces well ventilated.</p> <ul style="list-style-type: none"> • Staff should ensure that windows are opened (and in cooler weather opened just enough to provide a constant background ventilation and then opened more fully during breaks to purge or 'flush' the air in the space.) • Staff should keep internal door open to assist creating a throughput of air • Staff should open external doors (as long as they are not sure doors and where safe to do so). • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing (See School Uniform below). • rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p>
<p>RISK: Failure to prevent an outbreak</p>	<p>Response to any infection</p> <p>Numbers 9 to 11 must be followed in every case where they are relevant.</p> <p>9) Engage with the NHS Test and Trace process.</p> <ul style="list-style-type: none"> • ELT and Matrons must remain up to date with the government guidelines and understand the Test and Trace process to advise parents, staff and pupils of the need to engage with the process. • School has a small number of home test kits provided by the government and these can be used where staff or pupils might not otherwise be able to access a test (matrons and a member of the ELT will sign off the allocation of a school test). • Matrons must ask parents and staff to inform them immediately of the results of a test and follow the appropriate guidance. <ul style="list-style-type: none"> ➤ If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact. ➤ If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days.

- NHS COVID app:
 - staff members will be encouraged to use the app
 - All external visitor to the school will be asked to 'check-in' using the NHS app as well as providing information to enable contact tracing should it be necessary.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

- The school must take swift action in the event of a positive case and contact the DFE helpline on 0800 0468687 (option 1) or the PHE local health protection team (see flowchart in the medical area or with ELT).
- The ELT should convene to establish close contacts of the person during the time they were infectious and advise them to self-isolate for 14 days.

Close contacts:

- Direct close contact - Face to face with an infected individual for any length of time, within 1m, including being coughed on, face to face conversation, or unprotected physical contact (skin to skin)
- Proximity contacts – extended close contact (within 1 – 2m for more than 15 minutes) with infected individual
- Travelling in a small vehicle, such as a car, with an infected individual
- Staff will keep a record of the bubble and class groupings, and seating plans, so ELT can review these to establish close contacts in the event of a positive case.
- A template letter will be provided by the HPT and the school must send this as soon as possible to staff and parents, if needed
- Matrons must ensure parents, pupils and staff follow the relevant 'stay at home' [guidance](#).

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

11) Contain any outbreak by following local health protection team advice.

- Should there be 2 or more positive cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, the school will continue to work with the local HPT.
- The school will comply with the local HPT and send larger groups home where necessary (this should not be necessary where complying with the risks and control measures set out within this document).

	<ul style="list-style-type: none"> The school will facilitate the set-up of an onsite testing facility should an outbreak be confirmed. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>
<p>Section 2: School operations</p> <p>RISK: Spread of COVID-19 on school transport</p>	<p>Transport</p> <p>New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:</p> <ul style="list-style-type: none"> Consistent reinforcing of public health messaging to staff and pupils will be overseen by the DHP Distancing should be put in place within vehicles wherever possible As far as possible pupils should sit in bubble groups or family groups – and transport groups should be consistent Pupils should clean their hands before boarding and disembarking the minibus (pupils should have their own sanitiser for this purpose) Additional cleaning of the minibuses should take place after use A member of the ELT will oversee the organisation of queuing for the minibuses at the end of the school day Ventilation should be maximised on the minibuses Pupils should not board the minibus if they or a member of their household has COVID-19 symptoms Year 6, 7 and 8 pupils, as well as all adults, should wear face coverings on school transport Parents and pupils will be encouraged to walk or cycle to school where possible Parents are required to inform the school if lift sharing is unavoidable, and are encouraged to be consistent in the use of lift sharing Any families using public transport should be alerted to the relevant guidance. <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings</p>
<p>RISK: pupils falling behind through absence</p>	<p>Attendance, self-isolation and shielding</p> <p>New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:</p> <ul style="list-style-type: none"> All pupils should be encouraged to return to school and absence should be followed up robustly – expectations will be communicated to parents Pupils self-isolating with positive test results, living with someone with symptoms or a positive test result, or having been in close contact with a positive case should continue to access learning via the VLE, Google Classroom and Zoom.

	<ul style="list-style-type: none"> • Matrons to remain up to date with shielding guidance for those deemed clinically extremely vulnerable – this guidance was updated on 04.11.20 All children can still attend school however, on a case by case basis the school will consider providing remote provision for children of parents who are clinically extremely vulnerable. • Where a pupil is unable to attend because they are complying with clinical or public health advice they should immediately revert to remote provision (and absence should not be penalised) • All families should be reassured about the school’s control measures to assuage anxiety and encourage full attendance. Re-engagements plans for anxious pupils should be developed with the DHP, SENCo and ELSA. • The school will continue to work closely with social workers and other professional to support pupils attendance. • The school will comply with the guidance for recording attendance in relation to coronavirus. <p>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> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</p> <p>https://www.gov.uk/government/news/statement-from-the-uk-chief-medical-officers-on-schools-and-childcare-reopening</p>
<p>RISK: Reduced pupil attendance during the pandemic</p>	<p>Action for all schools and local authorities:</p> <ul style="list-style-type: none"> • The school will communicate clearly and consistently the expectation of school attendance • The school will identify families/children who are reluctant or anxious to attend school and offer support. • The school will work with external agencies as necessary in cases of non-attendance (e.g. notifying social workers) <p>https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p> <p>https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities</p>
<p>RISK: Staff absence or illness related to COVID-19</p>	<p>School Workforce</p> <p>New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:</p> <ul style="list-style-type: none"> • In the event of national or local restrictions, those members of staff who are clinically extremely vulnerable will be advised to work from home where possible and may be furloughed where this is not possible. All other staff should continue to work including those living with someone who is extremely clinically vulnerable. • It is appropriate for teachers and other school staff to return to work (including those previously classed as clinically extremely vulnerable) as schools are considered to be low risk workplaces if the appropriate control measures (set out above) are put in place and followed.

- With the tightening of restrictions, office-based workers will be able to consider, with their line-manager, whether they are able to work from home.
- All staff should follow the measures set out in this document and any associated protocols for safe-working – particularly good hand hygiene and social distancing measures.
- The ELT and SLT should reassure staff about the school’s control measures to assuage anxiety and encourage full attendance of staff, and discuss individual
- The school will conduct a separate risk assessment for pregnant women and refer to the appropriate RCOG occupational health advice.
- Particular care will be made with women from 28 weeks or with underlying health conditions.
- Particular care should be paid to the Matrons when administering close proximity first aid following the HSE advice and ensuring hands are washed immediately after administering first aid.
- The ELT, SLT and governors must have regard to staff wellbeing and work-life balance and consider measures to support staff wellbeing as necessary – alerting staff to the free helpline for school staff from [The Education Support Partnership](#)
- The ELT and SLT should also be aware that the way in which someone is deployed may need to be changed and staff may need to be used more flexibly.
- Teaching assistants (LSAs) should be deployed in a way that minimises crossing bubbles but maintains support for pupils with additional learning needs.
- Any changes to staffing must ensure all appropriate checks have been made before staff engage in any regulated activity paying full regard to [KCSIE](#)
- Where new staff are recruited the process should be completed remotely where possible and all pre-appointment checks made in line with KCSIE, as above.
- Supply and peripatetic staff can still move between schools but must follow the schools control measures (see above)
- Staff will all be briefed on the restrictions that may be relevant when taking a holiday abroad or in other parts of the UK where tighter restrictions apply. Staff should notify the school if travelling abroad.

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

	<p>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</p>
	<p>Safeguarding</p> <ul style="list-style-type: none"> No specific COVID related control measures required at this time.
<p>RISK: Spread of infection in the dining room.</p>	<p>Catering</p> <ul style="list-style-type: none"> As detailed above, staff will resume full operations in the autumn term. Pupils will be seated in bubbles in the dining room with dividing screens separating the 2 halves of the dining room Teaching staff will control access to the dining room. Catering staff will wear PPE (face visors) and maintain 2m distance as far as possible Catering staff will handle trays and give each child pre-packed cutlery Pupils should bring their own water bottle into the dining room The catering staff will clean down tables between each bubble sitting The dining room toilets can be used in an emergency and cleaning wipes are provided. A break out dining space has been created in the adjacent building (the old KS1 cabin) for staff who are not on duty. <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>
<p>RISK: Spread of infection from pupils being in cramped or poorly ventilated conditions.</p>	<p>Estates</p> <ul style="list-style-type: none"> The school site has been maximised to make use of all available space and facilities, and marquees have been erected on the fields to provide covered outdoor spaces for each bubble. Additional sanitiser stations have been created to allow pupils to increase the frequency of handwashing without compromising the integrity of bubbles. Additional changing rooms have been created so that each bubble has its own facility. The school has largely been zoned so that areas are used for specific bubbles without the likelihood of pupils mixing. Rooms in all areas (apart from the main house upstairs) have external doors for access and ventilation. Rooms all have windows which will remain open until such point that to do so would cause health risks from the cold drafts. Classrooms have been set up with tables that face the front and teachers are encouraged to work from 2m exclusion zones at the front of the class wherever possible.

<p>RISK: Spread of infection on an educational trip or visit.</p>	<p>Educational Visits</p> <ul style="list-style-type: none"> • All overseas and residential overnight visits have been cancelled for the foreseeable future • All trips have been temporarily suspended for the term, with the exception of local trips to the beach where there will be little contact with the public, and to Wellington sports ground. • Use of the school minibus must comply with the control measures for transport detailed above. • Thorough risk assessments will be undertaken should a school trip be permitted by the ELT, and reference to COVID measures must be made. • Reference to travel insurance implications must also be made. <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits https://www.abi.org.uk/products-and-issues/topics-and-issues/coronavirus-qa/</p>
	<p>School Uniforms</p> <ul style="list-style-type: none"> • Pupils should dress warmly (in layers of school uniform and additional underclothes) to allow for increased ventilation.
<p>RISK: Spread of infection linked to wraparound care and extra-curricular activities.</p>	<p>Wraparound provision and extra-curricular activity</p> <p>New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:</p> <ul style="list-style-type: none"> • The school is operating wraparound care to provide the same before and after school care as it did pre-COVID. • In the event of national or local restrictions, parents will be encouraged to use wrap-around care only where it is needed to enable them to work, seek work, undertake education or training or for the purpose of respite care. • Breakfast club is operating in the dining room with pupils sitting in bubbles and with consistent staffing. Tables are all cleaned down after use. • Tea club is operating in two separate bubbles. • Prep continues to operate – the Middle School pupils are socially distanced within a room, and the Senior School pupils are socially distanced within another room. Pupils can be collected from the external classroom/dining room doors by parents. • After school clubs have been reintroduced with pupils in bubbles and run by internal staff. • Gym club, dance club and The Performing Arts club are run by external providers and have been reintroduced following control measures such as enhanced cleaning, limiting clubs to one bubble at a time, and using outdoor spaces wherever possible. • Small consistent groupings are to be maintained wherever possible. • Parents are asked to limit the number of additional external clubs they attend and where they continue to attend external clubs, they should ensure that they are following appropriate protective measures

	<p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</p>
<p>Section 3: Curriculum, behaviour and pastoral support</p> <p>RISK: Interruption of education due to absence.</p>	<p>Curriculum expectations</p> <ul style="list-style-type: none"> It is essential that all pupils continue to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. <p>Remote education:</p> <ul style="list-style-type: none"> Staff must continue to teach a broad and ambitious curriculum from the outset of the academic year 2020-21, including all curriculum subjects. Where subject specialists cannot teach in specialist rooms lessons must be adapted so that they can be delivered in normal classrooms. The Stroud@Home remote education offering should remain integral to the delivery method for the coming academic year to ensure that the school can switch to remote provision without warning, in the case of a local lockdown. The curriculum now includes compulsory RHE/RSHE (from September 2020) – this is delivered though the Jigsaw programme at Stroud.
<p>RISK: Spread of infection linked to provision of music, dance and drama.</p>	<p>Music, dance and drama</p> <ul style="list-style-type: none"> It is the cumulative aerosol transmission from both those performing in and attending events that is likely to create risk. The school will consider provision alongside the DCMS guidance. Social distancing and enhanced hygiene will remain the main control measures for these sessions in school. All core curriculum provision for music, dance and drama will take place in bubbles, and from Nursery to Year 5 lessons will take place in classrooms. Where specialist rooms are used in the Senior School, cleaning should take place between use by different bubbles and resources/equipment should be cleaned or quarantined (see detail above). Physical correction of pupils by staff should be avoided. Sessions should take place outside wherever possible. Noise levels should be kept under control to avoid staff or pupils having to raise their voices unnecessarily.

Performances:

- In the event of national or local restrictions parents will not be permitted to attend any on-site performances.
- The school will follow the most recent guidance from DCMS for any indoor or outdoor events.
- Currently groups of more than 6 cannot attend an event, and each group must be socially distanced from all other audience groups (2m distance)
- Entrances and exits must be used to stagger arrivals and departures and one-way systems should be in place.
- Toilets must have cleaning products for use by audiences.
- No refreshments will be served.
- Audience members must scan in using the NHS test and Trace app, or they will not be permitted to enter.

Peripatetic teachers (see also Staff workforce, above):

- All peri staff should adhere to the school's control measures to mitigate risk.
- Peri staff should not attend the site if they have any symptoms of COVID, or if they have been in close contact with a symptomatic person.
- Staff must maintain 2m social distance as far as possible, and avoid physical demonstrations/corrections that break the 2m rule
- Staff should make every effort to reduce the contacts made

Music teaching including playing wind and brass instruments in groups:

- There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space
- Playing instruments and singing should take place outdoor wherever possible, and numbers should be limited indoors.
- Playing indoors should take place in larger rooms, with higher ceilings, or increased ventilation – following HSE [advice](#)
- Singing, wind and brass playing should not take place across bubbles and should only take place in larger rooms.
- Face to face activities should be avoided, and pupils should sit side by side or back to back
- Pupils should be encouraged to sing quietly

Handling equipment and instruments:

- Hands should be washed or sanitised before and after any music lessons, including peripatetic music or speech & drama lessons.
- Instruments should not be shared if at all possible, and any shared resources should be disinfected between use by different bubbles
- Sharing of scores and scripts should be limited

	<p>Individual lessons and performance in groups:</p> <ul style="list-style-type: none"> • In individual lessons social distancing should be maintained and teachers should not provide physical correction. • Face to face activity, without mitigation, must maintain 2m distancing. • Instruments should not be shared, and where this cannot be avoided (such as with a piano) instruments must be disinfected before and after use. • The handling of scores, props and scripts should be minimised <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19 https://www.artscouncil.org.uk/music-education/music-education-hubs#section-1 https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5</p>
<p>RISK: Spread of infection linked to the provision of physical activity in school.</p>	<p>Physical activity</p> <p>New national restrictions that came into force on 05.11.20 affect this section of the risk assessment. Whilst under national restrictions the additional control measures are highlighted below:</p> <ul style="list-style-type: none"> • Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. • Pupils should be kept in consistent groups (bubbles), and sports equipment thoroughly cleaned between each use by different individual groups (Year 6, 7 and 8 girls will be ‘bubbled’ for the purposes of competitive sports provision). • Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows. • Travel to and from external facilities (such as Wellington) must adhere to the transport protocols set out above. • Competitive sports matches against other schools may take place but without spectators or match teas and outside only. N.B. In the event of national or local restrictions, inter school matches will not be permitted. • Parent will not be permitted to watch weekday sports but may attend weekend training in line with social distancing regulations. N.B. In the event of national or local restrictions, weekend training will operate a ‘drop & go’ system and spectators will not be permitted. • Parents will be routinely reminded about social distancing when on the school site • Co-curricular activities must take place within bubbles and outside wherever possible • External coaches must adhere to all control measures set out within this document

	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.</p> <p>https://www.youthsporttrust.org/coronavirus-support-schools</p> <p>https://www.swimming.org/swimengland/pool-return-guidance-documents/</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-4</p>
	<p>Catch up support</p> <ul style="list-style-type: none"> No specific COVID related control measures required at this time.
<p>RISK: Disengagement from education on return to school.</p>	<p>Behaviour expectations</p> <ul style="list-style-type: none"> Clear expectations of behaviour but without physical sanctions for the start of the academic year (no physical behaviour cards) No sanctions for failure to adhere to the new COVID control measures. <p>https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</p>
<p>RISK: Pupil wellbeing suffers in response to COVID</p>	<p>Pupil wellbeing and support</p> <ul style="list-style-type: none"> Establishment of a Wellbeing Centre to prioritise pupil wellbeing and pastoral support with ELSA trained staff. Deputy Head Pastoral to ensure training for staff in this area remains up to date ELT to maintain an up to date list of vulnerable children in preparation for any further movement to tier 2 or 3 (effecting Years 7&8) or tier 4 (effecting all years). <p>https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</p>

Full Opening Guidance - Annex A: Health and safety risk assessment

Coronavirus (COVID-19) specific

Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. General information on how to make a workplace COVID-secure, including how to approach a coronavirus (COVID-19) risk assessment, is provided by the [HSE guidance on working safely](#).

Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help school leaders and employers decide whether they have done everything they need to. Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve pupils (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place. Employers can do this by listening and talking to them about how the school will manage risks from coronavirus (COVID-19) and make the school COVID-secure. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that the school takes their health and safety seriously.

Sharing your risk assessment

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

Monitoring and review of risk controls

It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.

Roles and responsibilities

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- Identify what could cause injury or illness in the organisation (hazards).
- Decide how likely it is that someone could be harmed and how seriously (the risk).
- Take action to eliminate the hazard, or if this isn't possible, control the risk.

Given the employer landscape in schools is varied, we have set out here what the existing DfE [Health and safety: responsibilities and duties for schools](#) guidance states about the roles and responsibilities for health and safety in schools. The employer is accountable for the health and safety of school staff and pupils. The day-to-day running of the school is usually delegated to the headteacher and the school management team. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.

Schools must appoint a competent person to ensure they meet their health and safety duties. The Health and Safety Executive (HSE) provides more information on the role of headteachers and employers in the guidance [The role of school leaders - who does what](#) and a simple guide to who the employer is in each type of school setting in its [FAQs section](#), under 'Who is accountable for health and safety within a school?'

References to actions by employers in this guidance may in practice be carried out by headteachers in schools, but the employer will need to assure themselves that they have been carried out, as they retain the accountability for health and safety. If not already done, employers should ensure that a coronavirus (COVID-19) risk assessment for their school is undertaken as soon as possible. As some pupils are already attending school, the employer is likely to have gone through a lot of this thinking already. We recommend that those employers use this document to identify any further improvements they should make.

Wider guidance on the risk assessment process

Health and safety risk assessments identify measures to control risks during education and childcare setting activities. Health and safety law requires the school employer to assess risks and put in place measures to reduce the risks so far as is reasonably practicable. The law also requires employers to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

Schools need to record significant findings of the assessment by identifying:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures you need to protect the health and safety of all:

- staff
- pupils
- visitors
- contractors

Schools will need to think about the risks that may arise in the course of the day. This could include anything related to the premises or delivery of its curriculum or activities, whether on-site or in relation to activities offsite.

Consulting employees (general)

It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety.

Leaders are encouraged to ensure that consultation on any changes to risk assessments that will be in place for the start of the autumn term commence with staff before the summer break, to ensure that those that are on term-time only contracts have adequate time to contribute.

Resolving issues and raising concerns

Employers and staff should always come together to resolve issues. As providers widen their opening, any concerns in respect of the controls should be raised initially with line management and trade union representatives and employers should recognise those concerns and give them proper consideration.

If that does not resolve the issues, the concern can be raised with [HSE](#). Where the HSE identify employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.

Approach to risk estimation and management

Some types of control are more effective at reducing risks than others. Risk reduction measures should be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely. The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and well-being and to education. Schools have the flexibility to respond to risks in a way that suits their circumstances whilst complying with their duties under health and safety legislation. Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

- Elimination: stop an activity that is not considered essential if there are risks attached.
- Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
- Engineering controls: design measures that help control or mitigate risk.
- Administrative controls: identify and implement the procedures to improve safety (for example, markings on the floor, signage).

Having gone through this process, PPE should be used in circumstances where the guidance says it is required.

Full Opening Guidance - Annex B: education, health and care (EHC) plans

SEND legislation

From 1 May to 31 July, Section 42 of the Children and Families Act 2014 was modified by a notice issued under the Coronavirus Act 2020. Local authorities and health commissioners were required to use their 'reasonable endeavours' to secure or arrange the specified special educational and health care provision within EHC plans. To ensure that children and young people receive the support they need to return to school, we will not be issuing further notices to modify this duty unless the evidence changes. Our focus is now on supporting local authorities, health commissioning bodies and education settings to restore full provision for all children and young people with EHC plans.

The temporary changes to the law on the timescales for EHC needs assessments and plans, which give local authorities and others who contribute to the relevant processes more flexibility in responding to the demands placed on them by coronavirus (COVID-19), will expire as planned on 25 September 2020. Further information on the temporary changes to the law on EHC needs assessment and plan processes is available at [changes to the law on education, health and care needs assessments and plans due to coronavirus \(COVID-19\)](#).

We remain committed to listening to and working with local authorities, parent carer representatives and specialist SEND organisations, to ensure that the lifting of the temporary changes is managed in a way that supports the needs of children and young people with SEND.

Many children and young people will have found lockdown exceptionally difficult socially and emotionally. Settings should consider any challenging behaviours or social or emotional challenges arising as a response to the lockdown (following discussion with the parents or young person) and offer additional support and phased returns where needed, as a reasonable adjustment to support a disabled child to return successfully to school.

Risk assessments for children and young people with education, health and care plans (EHC)

Following the partial closure of educational and childcare settings from March 2020, we asked local authorities to consider the needs of all children and young people with an education, health and care plan and to carry out a risk assessment. Local authorities were asked to work with schools and parents or carers, to determine whether children and young people would be able to have their needs met at home and be safer there than attending a school.

Risk assessments may prove useful now and over the autumn term, in identifying what additional support children and young people with education, health and care plans need to make a successful return to full education. Risk assessments may also prove useful if children and young people have to self-isolate, or if a local outbreak of coronavirus (COVID-19) requires a school to return to more limited attendance, or temporarily close.

Whether individual risk assessments are used to help plan for the autumn term or not, schools should, in the spirit of coproduction, contact parents and involve them in planning for their child’s return to their school from the start of the autumn term. They should also contact and involve young people over 16 who have education, health and care plans. That might include visits to the school, social stories, and other approaches that specialist settings normally use to enable a child or young person with SEND, who has spent some time out of education, to return to full provision.

Version	Guidance last reviewed:	Communicated to staff:	Governor sign off:
V5	September 17 Update		COBRA 28.09.2020
V6	November 5 2020 Update	November 8 2020	Out of meeting - TBC