

The table below should be used as a guide to help control risks associated with COVID-19, it does not replace specific risk assessments that should be undertaken. Any risk assessment should be regularly reviewed in line with government advice and changes to working practices.

New sections in this version Section 1 – Fundamentals (including ventilation) , Section 4 – Face Coverings and Section 5 – Physical Distancing

Latest Guidance:

Guidance	Link
Actions for schools during the coronavirus outbreak	https://www.gov.uk/government/publications/coronavirus-outbreak/guidance-for-full-openings
Guidance for parents and carers, students and university students, teachers and educational setting leaders	https://www.gov.uk/coronavirus/education
What parents and carers need to know about early years providers, schools and colleges during COVID-19	https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19-outbreak?priority-taxonomy=b350e61
Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)	Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)
Kirklees Business Solutions – Latest Advice and FAQs – Emergency Planning Resource Pages	Emergency Planning Documents Kirklees Council
COVID-19 infection prevention and control guidance: aerosol generating procedures	6. COVID-19 infection prevention and control guidance: aerosol generating procedures - GOV.UK (www.gov.uk)
COVID-19: personal protective equipment use for aerosol generating procedures	COVID-19: personal protective equipment use for aerosol generating procedures - GOV.UK (www.gov.uk)
School child isolation guide for parents and carers	Emergency Planning Documents Kirklees Council

Establishment Name: Federation of Savile Town & Thornhill Lees CE (VC) I & N Schools

Date: Sept 2021

Name of Person Completing this Form: Debbie Douglas

Considerations to Mitigate Risks	School Actions to Mitigate Risks
<p>1. Fundamentals</p> <p>Hands, Face, Space.</p> <ul style="list-style-type: none"> Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel (alcohol content should be at least 60%; in clinical areas the alcohol content should be 70%.) Wear face covering as per guidance (see section 4). Maintaining a distance of 2 metres is an important aspect of the measures we must all take to minimise the risks of the spread of COVID 19. It is something we should aim to do in all aspects of our daily lives and anywhere in work where this is possible. This is especially important in communal areas such as staffrooms. Can you ensure good natural ventilation of enclosed type environments? Where mechanical ventilation systems are installed ensure they are set to fresh air mode. 	<p>Risk Assessments</p> <ul style="list-style-type: none"> School risk assessments all updated Individual risk assessment completed for those requiring it, prior to re-entering the school environment. Reviewed as required but at least half termly. Communicate on families/home life e.g. whether they or family members have symptoms or are self-isolating. Advise PCR tests for close contacts of a positive case. PPE available for all staff (aprons, masks, visors) Deep cleaning of the environment to have taken place before readmittance, and at regular intervals throughout the half term. Record information on a weekly table. PE slots for the hall –windows all opened. Equipment to be sanitized after use. Sanitizer to be kept in the PE store NOT the school hall. <p>Staffing</p> <ul style="list-style-type: none"> Review staffing to ensure sufficient numbers available whether Teaching, TA's or Support to manage the pupils attending Refer to school specific staff rota Normal sign in procedures will be in place- using barcodes. Please use sanitizer/ wipes after touching the screen Staff can wear a visor/ mask when admitting children/ leaving children at the end of the session. Socially distancing expected from all adults. On a daily basis assess the staffing levels to ensure that safety of the Staff members must use their own stationary in school. <p>Parents/ children.</p> <ul style="list-style-type: none"> Clean hands promoted throughout the school day Additional signs throughout school.

<p>2. Health and Safety of Staff</p> <p>(a) Mental health and well-being (See Kirklees Business Solutions Mental Health Resource Page - https://www.kirkleesbusinesssolutions.uk/Page/19104)</p> <ul style="list-style-type: none"> - What is in place to ensure that staff have opportunities for self-referral to mental health support? - What is in place to provide opportunities for confidential conversations/counselling sessions (this could be via the Unions)? - Is there any access to Mental Health First Aiders? <p>(b) Shielding staff</p> <ul style="list-style-type: none"> - How will you ensure these staff are kept up to date with developments in school, so they do not feel isolated? - What are your expectations of them regarding working from home? <p>(c) Staff living with someone who is shielding are expected to be in work. Additional mitigation measures should be discussed with your Manager and complete an individual risk assessment.</p> <p>(d) Staff who are clinically vulnerable , including pregnant staff should complete an individual risk assessment with their Manager.</p> <p>(e) Staff who have to self-isolate</p> <ul style="list-style-type: none"> - If a member of staff develops symptoms: 	<p>STAFF</p> <ul style="list-style-type: none"> • Regular discussions with ALL staff regarding their wellbeing, (cover personal health conditions i.e. asthma, diabetes etc., and mental health,). • Individual conversations regarding any concerns with staff members. • Individual Risk Assessments are put in place for those who require it. • Staff have contact details for the headteacher and can contact at any time. • Maintaining staff wellbeing and providing support where required, offer Employee Healthcare etc. • Attending training led by the Educational Psychologist team (virtual) • Email updates from HT/ SLT • Any available training/CPD opportunities are shared with staff • HT keeps in weekly contact with staff who are absent from work. • The reporting of any cases follows the up to date guidance.
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- what will be your actions to ensure safety of that member of staff and other staff who may have been in contact? (The day symptoms started, positive test day or last exposure is Day 0. The following day is classed as Day 1 of the 10-day isolation period).
- How will you organise testing for that member of staff?
- What are your arrangements if a child shows symptoms (or siblings) e.g., send home to isolate?
- What will be your actions to inform parents/carers?
- What will be your actions to make changes to the arrangements in school?

How are you going to collate the above information and keep this up to date? Ensure positive cases are reported on the e-form ([click here](#) to link to the form).

<p>3. <u>Preparing to welcome children into school</u></p> <p>(a) Parents/Carers How will you collect information from parents/carers about the following? e.g., on-line survey, telephone survey, etc:</p> <ul style="list-style-type: none"> - Any shielding parents/carers? - Any vulnerable parents/carers? - Addressing any parent/carer concerns regarding return to school? <p>(b) Welcoming all children back</p> <ul style="list-style-type: none"> - Are you able to ensure the same teachers and other staff are assigned to each group as far as possible? - Are you able to arrange for staff and pupils to avoid working face to face (side to side or facing away are safer options)? <p>(c) How are you preparing the site?</p> <ul style="list-style-type: none"> - What is your plan for parent drop off and collection to minimise adult to adult contact? - Have you placed posters promoting good hand hygiene in appropriate places around the school? 	<p>Communication</p> <ul style="list-style-type: none"> • Information shared via School Jotter, Parent Mail and also the Class Dojo system. • Email and telephone contact details have regularly been shared with parents and carers regularly and during holiday times. • Telephone and email discussions have taken place with a number of parents. • Parents evenings to take the format of either telephone call or decisions on face to face will be taken a week prior to the meeting taking place <p>Within school</p> <ul style="list-style-type: none"> • Staffing planned to be as static as possible. PPA cover planned for minimal movement of staff. • Staff advised to avoid working face to face, adopting a side by side position. • Limited volunteers working in school. • Rooms to be well ventilated • Everyone in school must wash their hands on entering and after being outdoors for playtimes. • Classes assigned to certain toilets. <p>Drop off/ pick up</p> <ul style="list-style-type: none"> • One way system for drop off and pick ups at Thornhill Lees due to the numbers on the school grounds at any one time. <p>Lunchtimes</p> <ul style="list-style-type: none"> • Lunches to be provided in classrooms with assigned lunchtime supervisors for each class at Thornhill Lees, moving to year group lunchtimes staggered in the hall once the children are settled. • Reception lunchtime in the school hall at Thornhill Lees. • Staggered lunchtimes in the hall at Savile Town.
<p>4. <u>Face Coverings</u></p> <p>Government guidance recommends the wearing of face coverings in the following circumstances:</p>	<p>Face coverings.</p> <ul style="list-style-type: none"> • Staff can wear a mask or visor. Individual choices will be supported by the SLT. • Children are not required to wear a face mask.

- Staff, pupils and students in high school settings should wear face coverings when moving around the premises.
- Face coverings should be worn in classrooms where social distancing cannot be maintained.
- Face coverings do not need to be worn in situations where the face covering would impact in the ability to take part in exercise.
- Face coverings should be worn by staff and visitors in primary settings where social distancing cannot be maintained. We would encourage the wearing of face coverings.
- Children in primary school do not need to wear a face covering.
- Face visors or shields should not be worn as an alternative to face coverings as they do not provide the same level of protection.
- It is vital that face coverings are worn correctly, and that staff, pupils and students understand how to put on, remove, store and dispose of face coverings correctly.

The full government guidance can be found by clicking on this link:
[Face coverings in education - March 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

5. Reception Areas/Visitors/Deliveries

There is a need to consider your reception area and how to manage visitors and deliveries:

- Can you request that individuals communicate with the School via telephone or email where possible?

Communication

- Meetings to be held virtually, as much as possible
- Communications with school to be via telephone or email where possible
- Should face to face meetings need to take place, these will take place in a well ventilated room.

Reception Areas/ Office

- Reception areas and offices to be well ventilated.

<ul style="list-style-type: none"> - Can you maintain a 2m distance where possible? - Can you ensure good natural ventilation of enclosed type environments? Where mechanical ventilation systems are installed ensure they are set to fresh air mode. - Is there clear signage and instructions on entry and/or website (the way supermarkets and other organisations have done)? - Is your reception area screened off? If not how can processes be changed to allow social distancing, etc.? - Are you using technology for meetings e.g., video / teleconference facilities? - Are you limiting the number of visitors at any one time? - Are you avoiding sharing resources, such as pens and other objects? - Have you used floor markings in rooms to help people social distance? - Have you provided hand sanitiser in reception areas and other appropriate locations where hand washing facilities are not available? - What are your procedures for accepting deliveries ? 	<ul style="list-style-type: none"> • Staffing in offices to be socially distanced. Some staff may be asked to work from home for part of their hours, or in other areas of school. • Clear signage is in place at the entrance of each building • Office staff to use intercom system before opening the main door if available (Thornhill Lees) Not available at Savile Town but main door open to lobby area, then inner door can be released through button in office. • Hand sanitiser/ wipes available in entrance foyer • Staff to have their own stationary. <p>Deliveries</p> <ul style="list-style-type: none"> • Essential ordering of equipment only. • Deliveries to be dropped off outside the main door. <p>Any maintenance work planned outside the hours that children are on the premises, unless in an emergency.</p>
<p>6. <u>Entering and Leaving the Site</u></p> <p>How will you ensure a safe arrival and exit for children, staff and parents?</p> <p>(a) Number of gates to open or close.</p> <ul style="list-style-type: none"> - How will these be staffed to safeguard very young children? - How will this differ from your normal practice? 	<p>Entering & Leaving school</p> <ul style="list-style-type: none"> • Arrival and leaving times to be staggered. • Parents to undertake social distancing whilst waiting with/for their child. Signs in outside spaces out at 2m, and also member of staff on outdoor duty ensuring signs are being used. • Signage in place around school. • Children to be dropped off at playground gates and met by staff from their own classes. • Children to be picked up from the playground gates/ outside their class at Savile Town at the allotted pick up time. • One way system in place on the school grounds at Thornhill Lees. • Parents to ensure children have their own water bottle. • No items to be brought from home.

<p>(b) How will you control the flow to ensure the entrance is not compromised by too many people at the same time, how will you ensure social distancing? Will you:</p> <ul style="list-style-type: none"> - stagger arrival and departure times, how will these be organised and staffed? - manage parents on the school site and outside gates? - create a one-way system? <p>How will you ensure there is effective communication about these systems, so they are adhered to?</p>	
<p>7. <u>Moving in and around school</u></p> <p>There is a need to minimise the movement around school for everyone's safety.</p> <ul style="list-style-type: none"> - How are you managing minimising movement around school? - Have you considered routes into and out of each classroom or space being used? - Have you considered travel on corridors e.g., single file, one way, markings on the floor? - Have you staggered drop off and collection times, assembly, breaks and lunch times? - How are you managing trips to the toilets and for regular hand washing? 	<p>Movement within school</p> <ul style="list-style-type: none"> • Children will enter their classroom from the outside doors, and leave through the same route. (Year 2 at Thornhill Lees will use the landing entrance and hall doors/ One reception class leaves through the red door) • Breakfast club to restart at Thornhill Lees from Week 3 in September. Limited places available. • Lunches will be served in their individual classrooms at Thornhill Lees, moving to year group staggered times in the school hall at the end of September. • Staggered break times/ outdoor lunch times to take place. Some zoning of outdoor areas at Thornhill Lees. • Children to wash their hands in their classrooms on entering school and after play times. • Each class has their own box of equipment for use outdoors.
<p>8. <u>Classrooms</u></p> <p>There is a need to ensure as much social distancing as possible.</p> <p>Consider:</p>	<p>Classroom</p> <ul style="list-style-type: none"> • Classrooms to be well ventilated at all times. • In Years 1 and 2 children sitting in small group tables • In Early Years spacing when using provision areas and tables. • Soft furnishings and soft toys are limited. These are to be washed regularly.

<ul style="list-style-type: none"> - How can classrooms be organised to minimise the risk of infection to children? - How will you facilitate regular cleaning routines for surfaces? - How will you facilitate regular hygiene sessions e.g., hand washing? - Have you removed all unnecessary items in classrooms, including soft furnishings, soft toys, etc. which are difficult to clean? 	<ul style="list-style-type: none"> • Staff in classroom are responsible for the cleaning of resources • Regular hand washing and outdoor times built into the day. • Staff to maintain socially distance from other staff members. • Staff to avoid face to face working with pupils, using side by side instead. • Bins with lids on in all classrooms. • Cleaning equipment (wipes and antibac) in all classes, stored at height away from children.
<p>9. <u>Toilets</u></p> <p>Consider:</p> <ul style="list-style-type: none"> - Will you need additional cleaning time to make these more regular (how regular do they need to be, and will this need reviewing as you gradually increase the number of pupils in school?) - How many toilet facilities do you have? How many of these can be safely used? - Adequate soap for washing hands. - How will you organise use and will this be supervised? - How will you ensure used paper towels are disposed of regularly and not left in waste baskets? Foot operated lidded bins are preferred. 	<p>Toilets</p> <ul style="list-style-type: none"> • Allocated toilets for each class (Class picture on toilet door) • Soap and paper towels available, checked before school and at lunchtime. • Additional cleaning of toilets part way through the day/ between Nursery sessions. • Used paper towels disposed of part way through day.
<p>10. <u>Lunchtimes</u></p> <p>There is a need to minimise the number of children gathered in one location.</p> <ul style="list-style-type: none"> - Will lunchtimes be staggered? - If you are operating a bubble system, can you prevent different bubbles from interacting at lunch times? 	<p>Lunchtimes</p> <ul style="list-style-type: none"> • Lunches to be eaten in classrooms at TL, moving to year groups in the hall by the end of September.. • Staggered outdoor times over lunchtime • Named supervisor with each class • Supervisors to collect the food and take to the classrooms. • Tables to be antibac wiped prior to eating and after. • Rubbish to be in tied bin bag and placed in outdoor bin. • Staff are requested to bring their own cup, cutlery, lunchbox etc.

<ul style="list-style-type: none"> - Hot meals or sandwiches? This may need a discussion with your provider. - Can this take place outside if weather permits? - How will you organise the indoor eating space for collection of food? - How will the environment be kept cleaned between groups? 	<ul style="list-style-type: none"> • Staff to wash their hands before using the shared staff room and before re-entering the classroom.
<p>11. <u>Outside Playtimes</u></p> <p>There is a need to minimise the number of children gathered together.</p> <ul style="list-style-type: none"> - How will you organise this? - Will playtimes be staggered? - If you are operating a bubble system, can you prevent different bubbles from interacting at play times? - What are your supervision arrangements? - Can the outdoor space be divided safely (Zoning)? - How will activities be organised? - Have you stopped the use of play equipment in your playground? - Have you removed any play items which are hard to clean? - How will you timetable the space if needed? 	<p>Playtimes</p> <ul style="list-style-type: none"> • Playtimes to be staggered at Thornhill Lees • Playground zoned at Thornhill Lees for the different year groups. • Class teachers and staff will be outside with the children. • Class First Aid kits to be taken outside. • Individual class play equipment boxes to be taken out. • Children to wash their hands on re-entering school.
<p>12. <u>First Aid</u></p> <p>There is a need to minimise direct contact with children.</p> <ul style="list-style-type: none"> - How will you minimise direct contact with children? - Have you a stock of masks, aprons and gloves when administering first aid? - How will used resources be disposed of? 	<p>First Aid</p> <ul style="list-style-type: none"> • Trained First Aiders on site • PPE available for use. • Classroom set aside for First Aid with equipment present. • Each class has a First Aid kit to take outside and at lunchtime If a child displays Covid symptoms they will be taken to the First Aid Room, and parents called to come and collect their child. The parent will be requested to take their child for a test and report the findings back to school. The child may come back into school following a negative test, or 10 days after displaying symptoms if they are symptom free.

<ul style="list-style-type: none"> - What are your arrangements for isolation and collection of a child if they show symptoms whilst in school? 	<ul style="list-style-type: none"> • First Aid room to be well ventilated • A deep clean to take place if the room has been used for someone displaying symptoms of Covid. • If a staff member displays symptoms they will be asked to go for a test and isolate until the test result comes back. If negative they can return to school. If positive they must isolate for 10 days, returning after that once symptom free
<p>13. Cleaning</p> <p>You need to consider the cleaning arrangements:</p> <ul style="list-style-type: none"> - Have staff been instructed to regularly clean work areas including phones, keyboards and mouse? - Have cleaning regimes increased for regularly contacted areas e.g., door handles, desks, toilets etc.? - Has the establishment been thoroughly cleaned before reopening? - Have you ensured compliance with infection control guidance around cleaning regimes? - Are you able to provide paper towels as an alternative to hand dryers in handwashing facilities? 	<p>Cleaning</p> <ul style="list-style-type: none"> • A thorough deep clean of all the school has taken place prior to reopening in September. • Staff members must use their own stationary in school. • Works area, phones, keyboards and mice need regular cleaning. • Door handles, keypads etc must be cleaned at regular intervals throughout the day.
<p>14. Vehicles</p> <ul style="list-style-type: none"> - Are staff avoiding sharing cars with non-family members? - Are staff avoiding public transport where possible? - Are you minimising the number of people travelling together in any establishment vehicles? - Are arrangements in place to clean areas in any establishment vehicles (which are regularly touched) before and after use? 	<ul style="list-style-type: none"> • One parent to pick up their child from school. • If someone other than a parent is picking up school needs to be notified.

<p>15. Dedicated School Transport, including statutory provision.</p> <ul style="list-style-type: none"> - Consider how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school. - Will the use of hand sanitiser upon boarding and/or disembarking be introduced? - Will the cleaning regime of vehicles be increased? - How will the queuing and boarding of transport be organised? - Is distancing within the vehicles possible? - Are face coverings for children over the age of 11, to be used where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet? 	<p>N/A</p>
<p>16. Public Transport</p> <ul style="list-style-type: none"> - If pupils are using public transport to and from school are you encouraging them to follow good hygiene practice? 	<p>N/A</p>
<p>17. Testing</p> <p>(a) Home Testing</p> <ul style="list-style-type: none"> • Lateral Flow Test (LFT) kits are available for all staff members and pupils (only pupils in Secondary School settings will access LFTs) – their use is strongly advised but cannot be mandated – what will the school do if they have staff/students who will not take part? 	<p>Rapid Flow Tests</p> <ul style="list-style-type: none"> • Staff received information about rapid flow test kits • Staff requested the kits and this information entered onto the spreadsheet. Tests signed out from the Headteacher. • Staff requested to inform the Headteacher if they have a positive or inconclusive result. • If the test is positive a PCR test must be booked as soon as possible, and the staff member must not come into school.

<ul style="list-style-type: none"> • How can the school support staff/students who are unable to do their test at home? Setting up a small on-site facility should be considered, for which DfE will assist in funding. • Staff members and pupils are encouraged to take part in the lateral flow tests twice a week. When will staff and pupils be asked to take the tests? How will the results be reported to the school? Does the school have a covid-19 test register to record the results as per the DfE guidance? • Results, whether negative or positive, from the LFT should be recorded on the national portal (https://www.gov.uk/report-covid19-result). • What action will the school take on a positive Lateral Flow Test (LFT)? (current guidance for when the test is taken at home is that they should isolate along with their household members and book a PCR test as soon as possible. School close contacts do not need to self-isolate at this stage. Action will then be taken on the PCR test – i.e., if positive they continue to isolate and close contacts at school should now self-isolate; if negative are they feel well and have no symptoms they can return to school and their household can stop isolating if they feel well and have no symptoms). Please note the current guidance may be subject to change at short notice, so please keep checking Kirklees Business Solutions, Heads Up and the Gov.uk website for the latest guidance and updates. 	
<p>18. Educational visits</p>	<p>Visits into the local area planned taking into account the infection rates and location of the visit.</p>

<p>The Government continue to advise against all educational visits at this time. This advice will be kept under review. see “Actions for schools during the coronavirus outbreak” (https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#educational-visits)</p> <p>Once schools consider re-establishing off site educational visits they should consult the “Health and safety guidance on educational visits” (https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits)</p>	
<p>19. Symptomatic/positive Cases</p> <ul style="list-style-type: none"> - Follow the latest advice which can be found on Kirklees Business Solutions (Emergency Planning resources page) 	<p>School follows the latest DFE and LA guidance.</p>
<p>20. Communicating with parents</p> <ul style="list-style-type: none"> • Encourage parents to stay up to date with the latest public health advice. The best way to do this is to follow these links: https://www.kirklees.gov.uk/beta/health-and-well-being/coronavirus.aspx • Coronavirus (COVID-19) - NHS (www.nhs.uk) 	<p>PUPILS & PARENTS</p> <ul style="list-style-type: none"> • Website has information about mental health and well being for parents and families to access, regularly updated. • Staff attending CPD to support children and families with their mental health led by the Ed psychologist service and other external agencies. •
<p>21. Consultation</p> <ul style="list-style-type: none"> • Once the Risk Assessment is significantly amended please send it to the Trade Unions for consultation: <ul style="list-style-type: none"> - paula.wescott.naswt@gmail.com - hazel.danson@neu.org.uk - Richarddodd64@hotmail.com 	

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| <ul style="list-style-type: none">- kirkleescouncilunison@gmail.com- Unite@kirklees.gov.uk- lan.ball@knh.org.uk- gmbconvenors@kirklees.gov.uk | |
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For risks not covered here, you can contact the Emergency Planning Team, Corporate Safety Unit or Infection Prevention and Control Team for information