The current Government guidance for detailed review to assist in your risk assessment links:

[*https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak*](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

[*https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures*](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

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| **Description of Activity** | COVID 19 Secure School Risk Assessment Version 5 | **Review Dates** | Next review: 18 October 2021 |
| **Location** | St. Luke’s CE School, E14 3EB | **Tier level** | Step 4 of the Road Map. |
| **Completed by** | Rebecca Abrahams, Executive headteacher |  |  |
| **Date of Assessment** | 31 August 2021 |  |  |

**Abbreviations in the text**: ExH – Executive headteacher, HoS – Head of School, SBM – School Business Manager, SM – Site Manager

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| **What are the hazards?** | **Who & how might someone be harmed?** | **What are you we doing to control risks?** | **Risk Rating**  **L / M / H** | **Action by who / when?** | **Date Completed** |
| Those with symptoms or positive test come into contact others | Employees, pupils, parents etc  Spreading infection to others | We will continue to advise staff, pupils, parents and visitors to get a PCR test done if they have been a close contact. Unvaccinated staff will also need to self-isolate for 10 days. These messages will get promoted via several channels including when staff or pupils report being unwell, observations and regular written channels:  * Sharing of this Risk assessment * Updating and sharing of the staff guidance * Weekly newsletter for parents and carers * Weekly briefing for staff | M | HoS to share communication regularly |  |
| 1. ***Minimise contact)***   People unwell/  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | When an individual develops COVID-19 symptoms or has a positive test 1 Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/). They should not come into school if they have symptoms or have had a positive test result requiring them to stay at home due to the risk of them passing on COVID-19.  If anyone in our school develops [COVID-19 symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/), however mild, they will be sent home and asked to follow public health advice.  2 For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.  3 If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so or be supervised by only one member of staff. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the [use of PPE in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) guidance. Any rooms they use will be sealed after use and until they have been deep cleaned.  The household (including any siblings) will be asked to follow the PHE guidance for PCR tests:   * As with double vaccinated adults, children under 5 who are close contacts of a positive case will instead be advised to take a PCR test. If the PCR test is positive, they will need to self-isolate, as any other positive case. * Children who are aged under 5 years old who are identified as close contacts would only be advised to take a PCR test if the positive case is in their own household. * [Self-isolation removed for double-jabbed close contacts from 16 August - GOV.UK (www.gov.uk)](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fnews%2Fself-isolation-removed-for-double-jabbed-close-contacts-from-16-august&data=04%7C01%7CRaziul.Haque%40towerhamlets.gov.uk%7C94ec5ddd81a74c1c135608d968aaf1a1%7C3c0aec87f983418fb3dcd35db83fb5d2%7C0%7C0%7C637655905671594847%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=F3%2FTCSuWZaPkwrIyenCU4A%2FIMNKzRSshbP50j%2BneI%2BA%3D&reserved=0) | M | SBM and SM to check supply of PPE available  SM to ensure deep clean undertaken if and when directed by HoS |  |
| 1. ***Face Coverings)***   Coronavirus  (COVID-19) (CV19) | **Employees, agency, pupils, visitors**  **Causing severe infection/disease** | 1 Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas in schools however at St. Luke’s:   * We are very happy for staff to continue to wear masks, if they wish to do so, in areas of the school where social distancing is difficult to maintain. * We will encourage all parents to wear masks/face coverings at drop off and pick up times as well as when visiting the main office. * We will request that all visitors wear a mask/face covering when they arrive at the school, until they reach the place in the school for their visit and social distancing can be observed.   2 The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.  **In circumstances where face coverings are recommended:**  3 During a school outbreak face covering should be temporarily be worn in communal areas or classrooms (by pupils’ staff and visitors, unless exempt).  4 If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils’ staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility. In these circumstances, please note the following:   * Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. * Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. * Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. * The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.   5 You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.  6 No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.  **Further guidance on face coverings**   * <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> * https://www.gov.uk/government/publications/face-coverings-in-education | M | SM to make sure we have the provision for staff to dispose of masks/face coverings safely if they need to when arriving at or leaving the building.  HoS to promote face coverings for all users of public transport and car sharers who are not in the same household.  If we have any children with a hearing impairment, and we have an outbreak in the school, the SENCO and Exec. Head. Will undertake specific risk assessment regarding the use of face coverings in that class. |  |
| 1. ***Hand hygiene)***   Coronavirus  (COVID-19) (CV19)  Poor Hand hygiene | **Employees, agency, pupils, visitors**  Causing severe infection/disease | 1 Frequent and thorough hand cleaning must remain regular practice. All staff must ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.  Children must be required to clean their hands regularly, including   * when they arrive at school * when they return from breaks * when they change rooms * before and after eating   2 Class teachers are responsible for making sure that regular hand cleaning takes place for all children entrusted to their care. They must incorporate time for this into timetables or lesson plans.  At the beginning of the school year, staff are asked to remind children how to clean hands effectively. Videos are an effective way of doing this or reminding children of songs they can sing that last the required amount of time.  3 Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.  4 Staff working with children who have complex needs more than likely will need to provide the children with more hands-on support to clean their hands effectively.  5 Additional hand sanitizing stations will be maintained in communal areas and classrooms will have a plentiful supply of hand towels, soap and ‘hands-free’ bins to put used towels in. | M | Class teachers to re teach effective handwashing at the start of the year.  Class teachers must inform SM if stock is running low.  SM regularly audits stocks and replenishes when required. |  |
| 1. ***Respiratory hygiene)***   Coronavirus  (COVID-19) (CV19) | **Employees, agency, pupils, visitors**  Causing severe infection/disease | 1 The ‘catch it, bin it, kill it’ approach will continue to be followed. As for handwashing, class teachers are requested to incorporate correct procedures into the start of year lessons and then regularly model and promote throughout the year.  2 As with hand cleaning, younger children and those with complex needs must be helped to get this right. | M | Class teachers to re-teach in start of year lessons and then throughout the year. |  |
| 1. ***Cleaning regime)***   Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 and there are poor cleaning standards | **Employees, agency, pupils, visitors**  Causing severe infection/disease | At St. Luke’s we will maintain an additional cleaner who will work throughout the school day. She will observe the following principles of cleaning.  **Key Principle(s) of cleaning:**   * More frequent cleaning of rooms or shared areas that are used by different groups i.e. staff rooms, meeting rooms and the library. * Frequently touched surfaces being cleaned more often than normal particularly banisters, photocopiers, door handles and window fastenings in communal areas. * Cleaning toilets regularly. * Encouraging pupils to wash their hands thoroughly after using the toilet.   We will ensure that all of our cleaning staff are well briefed in the guidance from PHE on the [cleaning of non-healthcare settings.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.  A visual record will be maintained of when toilets have been checked and cleaned. | M | SBM to ensure additional cleaner maintained in the budget  SM to line manage the additional cleaner and ensure she maintains a clear schedule for repeating cleaning of identified rooms and surfaces.  SBM to brief all cleaners on the PHE guidance and the content of this risk assessment.  SBM and SM to make sure written record implemented and maintained. |  |
| 1. ***Minimise contact social distancing)***   Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 coming close to others, poor social distancing, mixing of groups, lack of infection control separation | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | 1 The government have said that it is no longer necessary to keep children in consistent groups (‘Bubbles’).  Upon reflection however, at St. Luke’s we feel very concerned about this because:   * We have a considerable number of staff who are vulnerable. * At the time of undertaking this risk assessment, the infection rate in LBTH remains higher than the London and England averages at 284 per 100k. * Also, there are c. 150 patients with Covid in the Royal London with c. 40 on ventilation and this number is reported as rising.   We are aware that over the summer break it is likely that more social mixing may have taken place than took place for the majority of last year – with festivals, football matches, sporting events all opening up and many families staying at home and taking visits out rather than holidays to theme parks etc.  As such, at St. Luke’s, our approach for the first half of the Autumn term is to move forward with caution until we have everyone back and can assess whether an increase in infection rates amongst the school population is a concern or not.  As such, we will be maintaining a hybrid Bubble system as follows:   * Nursery and Reception will join to form a Bubble for EYs. * Years 1 and 2 will join as a KS1 Bubble. * Each year group in KS2 will remain its own Bubble.   We are putting Years 1 and 2 together to enable a better lunch time for the Year 1 children and also to provide greater flexibility in relation to the immediate grouping of children for Phonics and DSR.  Each year group will have its own **entry point** at the start of the day. Parents will continue to drop their children off at the entry point and children will have a soft start so that they have a 15-minute window to arrive at school and walk to their classroom. (The 15-minute window avoids over-crowding at this time). All children will be expected to be in their classroom ready to learn by 9am.  For **pick up**, no more than two year groups will be collected from any one point, allowing for classes to be lined up at a safe distance from each other and as for last year, parents will be asked to pick up and go swiftly, avoiding lingering for chats and thereby creating crowds. Parents will be asked, if they wish to speak to staff about a matter, to instead arrange a time by telephone or email to do so. Children in Years 1 – 6 will be ready for collection at 3:30pm. Only children in Nursery and Reception will be able to be collected from 3:15pm. This ensures that all children experience the required full length of day in school.  Children and staff will be restricted to learning or being deployed only in their Bubble.  The **one-way system** will be maintained and used to try and avoid Bubbles overlapping with each other.  Children will have their **play and lunch times** in their Bubbles with dedicated staff.  At St. Luke’s we are blessed with a well spread-out site which allows us to continue this way of working without it impacting negatively upon the children’s learning or their experience of school.  2 Gradually, Collective Worship will resume in person. Initially, we will limit it to only having 3 year groups at any one time in the hall, with a space between each year group, and whilst making sure the space is well ventilated. The 3 year groups not in the hall will watch the event live.  3 In the event that there is an **outbreak**, and we have to implement contingency arrangements, all we will need to do is return to having Collective Worship on Zoom for everyone and separate Years 1 and 2, as well as Nursery and Reception, into separate Bubbles again. This may limit staff deployment and will also limit the learning of phonics and DSR to year groups only.  In making the decision to maintain a hybrid Bubble system for the start of term, we are confident that we are not making a decision that is detrimental to the provision of children’s learning.  **Measures within the classroom**  4 We understand that maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission. As such we recommend that teachers organise the children into table groups within the classroom as much as is possible, and when doing so seek to ensure that children sit next to their learning partner rather than facing their learning partner.  5 Staff continue to be encouraged, as much as possible, to remain above children or behind children and certainly to avoid face to face conversations. As we saw last year, you can comfort a child sitting next to them. You can also guide a child in their learning who is sitting down by standing slightly behind them and to one side.  6 Where possible, for example with older pupils with less complex needs who can self-regulate their behaviours without distress, staff need to support children to maintain a safe distance and not to touch staff or their peers.  **Travelling to the setting**  7 Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they are strongly encouraged to read and follow the [safer](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) [travel guidance for passengers.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  8 The [transport to schools and other places of education](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#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-the-2020-to-2021-academic-year) guidance requires those involved in the provision of dedicated transport to schools to identify the risks. This currently does not apply to us at St. Luke’s since we do not have any children who arrive to us or leave from us on a dedicated bus.  9 All visitors to the site will be issued with our Visitor’s and Safeguarding Guidance. They will be logged in on our system in case we need to reach them at a later time as a close contact. They will be encouraged to wear a mask until they are safely in the location of their visit where their mask can then be safely removed so long as safe distancing can be maintained. If their visit requires them to visit lots of classrooms, or areas of the school, the continued wearing of the mask will be encouraged. All visitors must sanitise their hands upon arrival and they must all confirm that they are not experiencing any symptoms of Covid. Contractors are to be treated as visitors. Contractors must be supervised at all times. In the even that someone tests positive in our school, and we deem that the person had close contact with a visitor, we will endeavour to contact the visitor to let them know so that they can get a PCR test.  10 At this school our Catering staff work for a separate company. They work in one dedicated area and have their own facilities there. Whilst working, it is possible for them to maintain a safe distance from the children they are serving and so we do not require that they wear a face covering during service. As for our staff, we will continue to encourage the use of face coverings for arrival and departure times, when social distancing in communal areas is harder to maintain.  11 Deliveries to the office can continue as normal since the office staff have a protective screen between them and the people delivering the goods. Deliveries to the kitchen will be arranged between that company and the person delivering and tend to happen directly into the kitchen area from the back car park.  12 In this school, the cleaning staff are our staff and therefore this full risk assessment applies to them and must be followed by them. | M | HoS to issue distribute Staff Guidance and talk through details in the staff INSET.  HoS to issue parents with guidance ahead of them returning on the 06 September 2021  SM and SBM to ensure sign posting is maintained.  HoS to liaise with Father Tom re the technology to support this.  HoS to make sure this is captured in the staff guidance.  HoS to promote through newsletters and briefings.  HoS and DSL to ensure Visitors’ Guidance and Safeguarding Guidance is up to date and distributed.  SBM to liaise with catering company to share expectations and to monitor implementation.  SBM to brief cleaning staff on the Risk Assessment. |  |
| ***(7. Keeping occupied spaces well ventilated)***  COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | At St. Luke’s we recognise that one of the most effective ways to reduce to transmission is by keeping rooms well ventilated. We recognise the following guidance:  *1 When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.*  *2 You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving consideration when holding events where visitors such as parents are on site, for example, school plays.*  *3 Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.*  *4 If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.*  *5 Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers’ recommendations.*  *6 Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).*  *7 You should balance the need for increased ventilation while maintaining a comfortable temperature.*  *The*[*Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic*](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)*and*[*CIBSE COVID-19 advice*](https://www.cibse.org/coronavirus-covid-19)*provides more information.*  *8 DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed. Carbon dioxide monitors will be available in the autumn term and staff might require further training.*  We add the following in respect of our school.   1. In the new build, which houses year groups 1, 2, 4 and 5 – the classrooms benefit from a mechanical ventilation system. Staff working in these classes are asked to keep the doors and windows shut as much as possible, as it is when they are shut that the system works most effectively. 2. In the old building which houses Years Nursery, Reception, Years 3 and 6 we are dependent on keeping windows and doors open. Luckily, all of the classrooms do have multiple doors and windows that can be opened. Class teachers are reminded that upon leaving a classroom, especially in the event of a fore evacuation, that an adult must be the last person to leave the room, to check that everyone has left and to then shut the door as the doors will limit the spread of the fire. Fire Wardens will double check that this has happened. 3. When the halls are in use for Collective Worship, PE or lunch times, the doors will be open to aid the flow of air. 4. Meetings will be held in such a way that social distancing can be observed and windows are open the aid ventilation in the rooms.   We look forward to receiving the Carbon Dioxide monitors later this term and will prioritise them in the old build classrooms first. In the event of unseasonably warm weather, fans will also be distributed to the old build classrooms. | M | SBM to maintain servicing of the mechanical ventilation system.  HoS to look out for any request to order carbon Dioxide monitors. |  |
| ***(8. Personal Protective Equipment)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | At St. Luke’s we recognise:  1 Face coverings are not classified as [PPE (personal protective equipment).](https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe) A face covering is a covering of any type which covers your nose and mouth.  2 Most staff in schools will not require PPE beyond what they would normally need for their work.  3 When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.  Therefore, at our school – we will ensure that we have PPE available to those who need it and we anticipate staff needing it for the following:  1 If they are supervising a child with symptoms of Covid who is waiting to go home, especially where safe distancing cannot be maintained.  2. If the member of staff is providing Intimate Care to a child and safe distancing is not possible. | M | As before, SBM and SM to check supply of PPE available.  Leader of EYs / Lead First Aider to ensure that any staff choosing to wear PPE, understand how to wear it and dispose of it safely. |  |
| ***(9. Promote and engage in asymptomatic testing, where available.)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency/ peripatetic staff**  Causing severe infection/disease | **1 Asymptomatic testing**  Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.  2 Over the summer, staff are encouraged to continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings. However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online. At St. Luke’s the provision on site during the Summer was managed by Energy Kidz and they did not employ our staff.  3 During the Autumn term we would like all staff to undertake twice weekly home tests whenever they are on site until the end of half term, when this risk assessment will also be reviewed.  7 We have been informed that there is no need for our primary age pupils to do regular asymptomatic testing. |  | The school must continue to log the use of LFTs. The school office should distribute and record the details of tests given out. HoS to make arrangements for the recording of test results to be handed over from Jo Royer who left at the end of last term. |  |
| **SECTION 2: RESPONSE TO INFECTION** | | | | | |
| ***(10. Test and trace)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors, parents/ carers**    Causing severe infection/disease | **Tracing close contacts and isolation**  1 We are no longer required to undertake contact tracing. Close contacts will now be identified via NHS Test and Trace.  2 As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.  3 Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:   * they are fully vaccinated (partially / unvaccinated staff will need to self-isolate) * they are below the age of 18 years and 6 months * they have taken part in or are currently part of an approved COVID-19 vaccine trial * they are not able to get vaccinated for medical reasons   4 Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](https://www.gov.uk/get-coronavirus-test). We would encourage all individuals to take a PCR test if advised to do so.  5 Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport. In our school, staff are referred to the previous section on face coverings for the first half of the Autumn term, pending review.  6 We will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in our school (see [Stepping measures up and down](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping) section for more information) or if central government offers our local area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.  7. As said earlier, if we are aware that someone (staff member or child) has tested positive, and we have reason to suspect that the person had close contact with a visitor (whom a child may not remember when recounting close contacts to their parent) we will inform the visitor so that they can then undertake a PCR test and/or self-isolate in accordance with the guidance.  **Confirmatory PCR tests**  7 Staff and children with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test).  8 Whilst awaiting the PCR result, the individual should continue to self-isolate.  9 If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test, and the person can return to school if the individual doesn’t have COVID-19 symptoms.  10 Additional information on [PCR test kits for schools and further education providers](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) is available.  **NHS COVID-19 app**  11 The app is available to anyone aged 16 and over to download if they choose.  We encourage all staff and parents to use the app.  For the Autumn term, we are going to keep our parent consultations on line however, we will explore the generation of QR codes, in line with the guidance for the following:   * Parent entry to the Community House for coffee mornings; * Parent entry to class assemblies. * Entry to any events organised by the PTA.   **Stepping measures up and down**  At St. Luke’s, we recognise the following:  *12 You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.*  *13 Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.*  *14 For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the*[*contingency framework*](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings)*.*  *15 The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.*  For the start of this academic year, we believe that in being cautious in our approach we have many of the recommended mitigations already in place:   * We have no residential visits planned until the end of the school year. * We do not need to have any open days until the second half of the Autumn term after this RA has been reviewed. At that point, more than likely we will reinstate the tours of the school with small groups of visitors but host the large group ‘Introduction to the School’ meetings on-line. * Parent Teacher Consultation meetings remain on-line this year. * Live performances will be limited to one class/Bubble for the Autumn term.   ***You are referred to our ‘Outbreak Management Plan’ for further information which can be found on the school’s website.*** | M | HoS to share new procedures for contact tracing through newsletters and briefing sheets  HoS and office staff to note commitment to contacting visitors  HoS and SBM to read: The guidance for schools and further education colleges in England provides information about [how the app works and guidance for its use within schools in](https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges) and action with the Community Cohesion Lead, office staff and PTA accordingly. |  |
| ***(11. Confirmed cases)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors, parents/ carers**    Causing severe infection/disease | We will undertake the following action when we become aware that someone who has attended our school has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.  1. We will contact DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. We will be put through to a team of advisers who will inform us of what action is needed based on the latest public health advice.  3 The advice service (or PHE local health protection team if escalated) will work with us to guide us through the actions that we will need to take. Based on their advice, we will send home those people who have not been vaccinated but who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual tested positive. They will also be advised to take a PCR test. | M | Following the LA guidance, we will also use the LA letters to keep the school community aware of any confirmed cases. This is to encourage community vigilance to safety and control measures to be maintained. |  |
| ***(12. Outbreak)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | **Contain any outbreak by following PHE local health protection team advice**  1 If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak.  2 The updated contingency framework gives thresholds for taking additional measures.  ***You are referred to our ‘Outbreak Management Plan’ for further information which can be found on the school’s website.*** |  | ExH to support HoS in liaising with Public Health and prioritising actions from the Outbreak Management Plan as required to limit further transmission. |  |
| ***(13. Attendance)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | 1 School attendance is mandatory for all pupils of compulsory school age. We will use the updated codes for recording covid related absence and we will continue to submit the data required by the DfE each day.  2 Where a child is required to self-isolate or quarantine, we will use code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness).  3 For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Staff will refer to [school attendance guidance](https://www.gov.uk/government/publications/school-attendance) to ensure that we are recording the absence accurately.  **Admitting children into school**  In most cases, we know that our parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.  4 If a parent or carer insists on a pupil attending our school, we may take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice.  5 All clinically extremely vulnerable (CEV) children are required to attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.  6 Further information is available in the guidance on [supporting pupils at school with medical conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3).  7 Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.  **Recording attendance**  8 We will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.  9 The DfE will review and provide further advice to schools in due course on what should be included in pupils’ attendance records in end of year reports.  **Pupils and families who are anxious about attending school**  10 It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:   * have themselves been shielding previously but have been advised they no longer need to shield * live in a household where someone is clinically vulnerable (CV) or CEV (including young carers) * are concerned about the possible increased risks from coronavirus (COVID-19) such as those who have certain conditions such as obesity and diabetes   We will discuss any concerns with parents and provide reassurance on the measures we are putting in place to reduce any risks.  Advice for schools and local authorities to support them to [improve school](https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities) [attendance i](https://www.gov.uk/government/publications/school-attendance/framework-for-securing-full-attendance-actions-for-schools-and-local-authorities)s available.  **Encouraging regular school attendance**  11 We will continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. Please see our Attendance Policy regarding how we do this which can be accessed through the school website.  12 We will identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. We will put particular emphasis on:   * disadvantaged and vulnerable children and young people * pupils who were persistently absent prior to the pandemic * pupils who have not engaged with school regularly during the pandemic   Our close partnership with the Education Welfare Officer will be helpful here.  13 We will also work closely with other professionals across the education and health systems, where appropriate, to support school attendance. We will notify the pupil’s social worker, if they have one, of non-attendance.  **Vulnerable children**  14 Where pupils who are self-isolating are within our [definition of vulnerable,](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people) we will maintain regular with them.  When a vulnerable pupil is required to self-isolate, we will:   * notify their social worker (if they have one) * agree with the social worker the best way to maintain contact and offer support   We will:   * check if a vulnerable pupil can access remote education support * support them to access it (as far as possible) * regularly check if they are accessing remote education   **Alternative Provision**  15 We have one child currently attending Alternative Provision for 3 afternoons a week. The SENCO will seek reassurance of the control measures that they have in place. The SENCO will also maintain close contact with the provision so that we are made aware of any cases there. | M | Office staff to maintain Covid absence reporting to the Dfe in line with DfE guidance.  SENCO to make sure that parents of CEV children know to let us know immediately if they have been advised that their child should not attend so that we can provide an education accordingly, if they are well.  Parents will be encouraged to discuss their concerns with us through newsletters.  At the start of the year, class teachers will remind children in their classes of how they can raise any worries or concerns that they have. This maybe to key adults or using the Worry boxes.  HoS and Assistant headteachers to promote school attendance through the school newsletters and celebration assemblies.  Safeguarding Admin Officer, will alert DSL/HoS and Community Cohesion Lead that the pupil is absent. The group will name a key person to maintain contact. Contact will comprise of home visits and telephone contact, informed by the level of engagement with the remote learning and the level of deemed vulnerability. Each decision will be made on a case by case basis and kept under tight review informed by engagement.  Our SENCO to maintain close contact with IYL |  |
| ***(14. School Workforce)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19).  Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm), including advice for employers and employees on [how to talk about reducing risks in the workplace](https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm).  At St. Luke’s we will encourage staff to take up the vaccine and we will enable staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.  Additionally, we hope that having read this Risk Assessment, and seeing that as a school we are moving forward with caution, maintaining many control measures at least up until half term in the first instance, that staff will feel reassured, as they were last year, to continue to attend school.  Any staff who remain concerned are asked to arrange a meeting with the Executive headteacher, who will review your risk assessment with you, and so that together – any further measures to keep you safe can be agreed and actioned.  All staff are expressly asked to continue to avoid any unnecessary visits to the school office and if they do need advice, to go into the main Reception area and ask through the glass for assistance.  **Pregnancy**  We will continue to follow the specific [guidance for pregnant employees](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)  If a member of staff is pregnant we would ask that they notify the ExH as soon as they are able to. This will allow us to undertake a thorough Risk Assessment together and to plan for your needs. This will include considering the best provision for you once you reach your third trimester. Together, we will refer to the most up to date guidance from the Royal College of Midwives as well as Public health advice. | M | CEV staff to contact ExH to review Risk Assessments  All staff to avoid visiting the school office.  Pregnant staff to speak with ExH for a Risk Assessment |  |
| ***(15. Ofsted Inspection)***  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors** | 1 For state-funded schools, it is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements. Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades. It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit.  2 For independent schools (other than academies), it is intended that both inspectorates will return to a full programme of routine inspections from September 2021, and they will complete the current cycle of standard inspections – which was delayed by the pandemic – in 2022.  We are anticipating an Inspection at St. Luke’s during this academic year, and more than likely – in the Autumn term. | L |  |  |
| ***(15. Transport)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | **Wider public transport**  1 We will continue to encourage parents, staff and pupils to walk or cycle to school where possible.  2 Where families have no choice but to use public transport, we will encourage them to follow the [safer travel guidance for](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) [passengers.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  **Pupils travelling from abroad**  3 Parents travelling abroad continue to be reminded of the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.  4 All parents will need to make sure that if they do travel, they make provision to comply with the travel testing requirements and undertake a PCR test for themselves and all of their children when they return to the UK. More information is provided in the government’s [quarantine and testing guidance](https://www.gov.uk/guidance/how-to-quarantine-when-you-arrive-in-england). | M |  |  |
| ***(16. Catering/ Kitchens)***  Main kitchen  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | 1 Our kitchen will be fully open and normal legal requirements will apply to the provision of food to all pupils, including ensuring food meets the [standards for school](https://www.gov.uk/government/publications/standards-for-school-food-in-england) [food in England.](https://www.gov.uk/government/publications/standards-for-school-food-in-england) universal infant free school meals. Our Kitchen is run by a separate contractor who is responsible for standards and Risk Assessment for their provision.  2 We will work in partnership with them to continue to provide free school meal support to pupils who are eligible for benefits-related free school meals and who are learning at home during term time.  More information on [providing school meals during the coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools) [outbreak is](https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools) available.  3 The catering company will be expected to ensure social distancing is in place for the kitchen and kitchen staff wherever possible. Our SBM will request a copy of their kitchen COVID-19 risk assessment and will keep their measures under review. This includes maintaining distancing measures between the catering staff and children at the servery.  4 Staff and pupils must be enabled to wash their hands before / after eating for at least 20 seconds and frequently during the day.  5 Our SBM will maintain close communication with catering company re their COVID-19 sickness procedures to ensure that the school is informed of any COVID-19 related staff/agency sickness, without delay. | L | SBM to liaise with catering company regarding the best way to meet this demand. School office to highlight to SBM when this need arises.  SBM to see Catering RI and regularly monitor for implementation.  SBM to liaise with catering company. |  |
| ***(17. Staff room / kitchens)***  Kitchen staff  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | We will continue to divide the staff into different staff rooms to reduce the numbers of likely close contacts across a working day. Within those staff rooms, social distancing encouragement will continue to be displayed and our additional cleaner will make sure that the taps and kettles are regularly cleaned throughout the day.  We ask that staff stay alert to others around them and keep to the 2-metre rule as a minimum wherever possible.  We also ask the following:   * Staff to wash their hands before / after eating for at least 20 seconds * Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away * Staff not to share used cups and cutlery instead to make sure they are using those that have been thoroughly cleaned * Staff are also encouraged to go outside during breaks as this is good for their well-being.   All of our staff rooms have an increased cleaning regime in place managed and are closely monitored by the SBM and HoS. |  | SBM and SM to make sure signposting is in place.  SBM and HoS to periodically check condition of rooms as well as staff conduct. |  |
| ***(18. Remote education)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | As we know, not all people with COVID-19 have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. We are required to provide remote education to pupils covered by the DfEdirection where their attendance would be contrary to government guidance or legislation around COVID-19.  As such, we have maintained our capacity to deliver high-quality remote education if required to do so throughout this academic year to our children. To do this we will continue to use Microsoft Teams as well as Zoom for face-to-face teaching.  We will ensure that the remote education provided is equivalent in length to the core teaching pupils would receive in school.  We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.  Full expectations for remote education, support and resources can be found on the [get help with remote education service](https://get-help-with-remote-education.education.gov.uk/). In the even that we need to provide this once again, the HoS will provide staff and families with detailed additional guidance and expectations.  **Education recovery**  Further information is available on [education recovery support](https://www.gov.uk/government/publications/education-recovery-support). Specifically, for schools, the document includes further information on:   * [catch-up premium](https://www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19/catch-up-premium) * recovery premium * [summer school programme](https://www.gov.uk/government/publications/summer-schools-programme) * tutoring (including the [National Tutoring Programme](https://nationaltutoring.org.uk/) and [16 to 19 tuition fund](https://www.gov.uk/guidance/16-to-19-funding-16-to-19-tuition-fund)) * teacher training opportunities * curriculum resources * specialist settings * wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching   We have a Covid Premium Action Plan which can be accessed through our website. This is in the process of being updated once we receive confirmation of funding. | L | HoS to distribute staff and parent Remote Education expectations and guidance.  SBM to seek confirmation of funding |  |
| ***(19. Building / Estate)***  Building preparedness/Statutory compliance  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | 1 We have a full risk assessment in place for our school site.  2 At present there is no need arising from Covid for class sizes to be adjusted from the usual size.  3 **Ventilation systems:**  We understand that good ventilation with fresh air is essential at all times in classrooms and particularly during this period. We have referred to our measures for that earlier in this Risk Assessment.  4 **Fire safety:** Our fire safety management plans have been reviewed and checked in line with operational changes.   * all fire doors are operational at all times * Our fire alarm system and emergency lights have been tested and are fully operational.   Across the year we will carry out emergency drills as normal (following social distancing as appropriate). Refer to [advice on fire safety in new and existing school buildings.](https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings)  During the year drills will be conducted by year group to help facilitate suitable social distancing.  5 **Opening after reduced occupancy:** To open at the start of the year we have undertaken all the usual building checks to make the school safe including water testing.  6 Statutory compliance for St. Luke’s is completed and up to date.  7 Staff can ask for thermometers from the SBM to ensure the heating and thermal conditions are compliant, managed and monitored. | M | SBM and SM ensure Fire Risk Assessments and plans are in place  SBM ensuring compliance |  |
| ***(20. Water fountains)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | This year will continue to switch our water fountains off.  All children are encouraged to bring their own named water bottle to school.  Each classroom will provide a dedicated area for the water bottles to be stored.  Classrooms will provide cups for children who forget to bring their own water and those cups will be washed carefully, in soapy water, each evening. | L | Class teams |  |
| ***(21. Educational Visits)***  Coronavirus  (COVID-19) (CV19)  with CV19 | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | *We are aware of the following guidance:*  *Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.*  *You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers’ Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.*  1 We will not be undertaking any educational visits abroad this year.  2. Early in the Autumn term, we will consult with parents on changing the residential visit provision. Historically, we have taken children away after their SATS in Year 6, however we increasingly feel, that it might be better to take children on a residential in the Summer term of Year 5. We will outline our thinking as part of the consultation. After the consultation, we will plan accordingly.  3 We would like educational visits to resume during the school day, both locally and further afield in London. This is because we value the immense contribution that well planned visits make to the children‘s experience of the curriculum and therefore their learning.  4 The HoS will ensure that the procedures for planning an educational visit are revisited with all staff. All staff must undertake a full and thorough risk assessment in relation to all educational visits and ensure that any public health advice is also taken into account. [General guidance](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel (OEAP)](https://oeapng.info/). Children will not be allowed to leave the school site until the Risk Assessment has been signed off by the hoS. | M | HoS to revisit educational visits guidance and the risk assessment process with all staff early in the Autumn term.  HoS to monitor that year groups are ensuring this provision for children. |  |
| ***(22. School Uniform/ Winter months)***  Coronavirus  (COVID-19) (CV19)  with CV19 | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | We have a school uniform at St. Luke’s and for the new school year, we expect it to be adhered to by all children.  Parents and staff can read about the school uniform on the school’s website.  In essence, children should wear a white polo/school shirt, black school shoes and all other garments should be navy blue.  Uniforms do not need to be cleaned:   * More often than usual * Or using different methods   If any parents are struggling to dress their children in the uniform, we ask that staff alert our Community Liaison Leader and we will support those families accordingly.  Because increased ventilation may make school buildings cooler than usual over the winter months, we will allow pupils to wear additional items of clothing in addition to the school’s current uniform. Where this occurs, no extra financial pressure will be placed on parents.  On the days that children have PE, we will continue to allow children to come to school in their uniform. Whilst we recognize the value of children learning to change their clothing for sport, we have also seen the additional time for learning that this provision allows. We will keep this under review with staff, child and parent feedback in the new term. | L | Class staff to inform Christine Collins  PE lead and HoS to keep under review |  |
| ***(23. Wraparound provision and extra-curricular activity)***  Coronavirus  (COVID-19) (CV19)  with CV19 | **Employees, agency, Pupils, visitors**  Causing severe infection/disease | Our Breakfast Club will run from the start of term and children and families can access this provision from 7:30am.  Our After School Club will also resume straight away. It is run by Energy Kidz and further details regarding this provision can be gathered from their website.  Additionally, as the year gains momentum, it is more than likely that some children, particularly those in Year 6, will be offered additional tuition before or after school to support them in catching up with missed learning resulting from the pandemic.  The organization of the Breakfast club provision will reflect the organization of year groups during the school day, so children are kept within their Bubbles.  Similarly, after school clubs, will also be organized in this year, thereby always trying to limit the mixing of children beyond their year group or Bubble.  The HoS will liaise closely with Energy Kidz regarding their organization, their procedures for seeking to reduce transmission and thereby seek to work in partnership as much as is reasonably possible given the separate pieces of guidance. | M | HoS to liaise with Energy Kidz |  |
| ***(24. Curriculum)***  Coronavirus  (COVID-19) (CV19) | **Employees, agency, pupils, visitors**  Causing severe infection/disease | The key principles that underpin our curriculum planning are:   * **Education is not optional**. * **The curriculum remains broad and ambitious**.   **Early Years Foundation Stage to KS3**  We note the following guidance:  ‘1 For pupils in Reception, [disapplication of specific EYFS requirements can](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications) be used where coronavirus (COVID-19) restrictions prevent settings delivering the EYFS in full.  2 You may consider focusing more on the prime areas of learning in the EYFS, including communication and language, personal, social and emotional development, and physical development, if you think this would support your children following time out due to coronavirus (COVID-19).  3 For Reception, consider how all groups of children can be given equal opportunities for outdoor education.  **KS1 and 2**  4 Priorities identifying gaps and re-establishing good progress in the essentials, identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.  5 Ensure your curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year.  6 Operational guidance p.59: **Education, Health and Care plans**  **Catch-up support**  You will decide how the catch-up premium provided by Government is spent in your school. To help schools make the best use of this funding, the Education Endowment Foundation (EEF) has published a [support guide for schools w](https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/#nav-covid-19-support-guide-for-schools1)ith evidence-based approaches to catch up and a further [school planning guide: 2020 to](https://educationendowmentfoundation.org.uk/covid-19-resources/guide-to-supporting-schools-planning/) [2021.](https://educationendowmentfoundation.org.uk/covid-19-resources/guide-to-supporting-schools-planning/)’  In view of this guidance, we can confirm the following:  In all year groups we are resuming the teaching of the full curriculum.  In **Early Years**, we will focus on the Prime Areas, and particularly PSE during the Autumn term. Baseline assessment will highlight the greatest areas of need and teachers will plan accordingly.  For **Year 1**, for the first half term at least of the Autumn term, teachers will continue to teach the EYs curriculum, seeking to ensure that as many of our learners as possible reach a Good Level of Development before moving onto the Year 1 curriculum. Our leader for EYs and Y1 will determine, with teachers, when to assess against the areas of learning. In parallel, teachers will begin teaching Phonics from the first day that the children are back in school, and Daily Supported Reading groups will be in place for the second week that the children are back and the reading groups will initially cement learning of each set of sounds covered.  For **Year 2 – Year 6**: Children in these year groups will continue their learning across the whole curriculum. Reading to Progress Assessments in Mathematics were undertaken last term and for literacy are currently being done. These assessments will inform a prioritization of the curriculum for the first half of term, however learning in the wider curriculum will continue in line with Curriculum Framework.  Subject leaders will meet with year group teams to identify any barriers to the intended learning being taught. Close monitoring of children’s work will ensure coverage of the broad curriculum.  Teachers will be encouraged to resume educational visits to enhance learning in the curriculum.  Years 1 and 2 are one Bubble allowing for more carefully targeted teaching of Phonics and Reading for children.  We have a Covid Premium Action Plan which can be accessed through our website. This is in the process of being updated once we receive confirmation of funding. | M | Hd of EYs re assessment of Y1 against GLD  Subject leaders re removing barriers |  |
| ***(25. Music, dance and drama)***  Coronavirus  (COVID-19) (CV19) | **Employees, agency, pupils, visitors**  Causing severe infection/disease | Music, dance and drama will taught as part of our school curriculum, especially as this builds pupils’ confidence and supports their wellbeing.  At St. Luke’s, we have two channels for the Music Curriculum.  1 We use music Express to deliver the music curriculum and class teachers deliver that to their classes.  2 Music Express is complimented by our partnership with Thames Music Service. With Thames, children learn to play the Djembe drums in Years 1 and 2, the recorder in Year 3 and a stringed instrument in Year 4. Children who show proficiency in the strings are enabled to take their learning forward as they move through Years 5 and 6.  3. The school facilitates the opportunity for small group learning in Brass and the Guitars for children on a 1:1 or in small groups, where parents can support or we subsidise with PP funding.  **Minimising contact between individuals**  1 For the teaching of Music Express, this is done in classes and as such there is less of a need for the teacher to maintain their distance from the children in their class, other than as previously mentioned, and to try and avoid close face to face teaching.  2. For the Peripatetic teachers, as they move between schools, we ask that they should try and keep their distance from pupils and other staff as much as they can.  3 All staff are encouraged to take particular care in music, dance and drama lessons to observe social distancing where possible due to the risks of aerosol transmission.  4 Staff are also encouraged to keep any background or accompanying music to levels which do not encourage them or other performers to raise their voices unduly.  **Singing, and playing wind and brass instruments in groups**  We are told that singing, wind and brass playing can now take place in larger groups such as choirs and ensembles, or assemblies with natural airflow and social distancing and mitigation can be maintained.  At St. Luke’s, in the Autumn term, singing will only take place in classes and the teaching of brass instruments will only happen in small groups where social distancing can be observed. For singing, teachers are asked to make sure that children stand next to each other/or back-to-back rather than in front of each other and that the singing is controlled, with raised voices and shouting avoided.  For the recorders, where whole classes are learning together, the teaching will take place in a room that is well ventilated, and the children are able to sit in a circle with ample distance between each child and also between the children and the teacher.  **Seating positions**  As said, pupils must be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.  **Microphones**  Use microphones where possible or encourage singing quietly.  **Handling equipment and instruments**  Teachers are asked to take the following measures when handling equipment, including instruments:   * Handwashing. * Avoiding sharing instruments * Avoid multiple handling of scores, parts and scripts   **Individual lessons**  Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare such as Anna Fiorentini. |  | Music lead to liaise with tutors from Thames re the requirements as laid out here |  |
| ***(26. Physical Education)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | **Physical activity in school**  1 For PE lessons, children remain in consistent groups because they are in their classes.  2 For activities after school, activities will be organized so that children from different year groups can attend but are kept apart from each other as much as is possible to do so.  3 Staff are asked, as much as possible, to clean equipment between uses. To mitigate against transmission, staff are also asked to ensure that children wash their hands after lessons, avoid putting equipment in their mouths and also avoid putting their hands in their mouths during lessons.  4 Lessons are timetabled so that they can be outside whenever possible but reverted to inside if the weather demands it. When the children are working inside, staff are asked to be mindful of making full use of the space in the hall, so that children are spread out as much as possible when this is not detrimental to the learning. If the learning is in respect of team or partner work this will happen, and other controls for example ventilation and handwashing will be maintained to mitigate transmission.  5 We would very much like to have our children competing with the children of other schools once again. We will seek to arrange for this to happen with the other schools on the Island. Ahead of this, the school PE leaders will refer to the [guidance for safe provision including](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) [team sport, contact combat sport and organised sport events.](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) Each arranged event will have its own risk assessment agreed across the schools with controls to mitigate the risks of cross school transmission.  5 When organising activities after school, or working with external coaches during the school day, our Leader for PE will share the emphasis in this Risk Assessment with those individuals so that school practices are extended to the people working with us.  6 Any organisation providing an activity on the school site, will be required to share their risk assessment with us and this will need to be approved by the HoS or SBM before any activity can take place.  7 On the day that they have PE, children will continue to be encouraged to come to school in their PE kits. This will be reviewed later in the year, understanding the need particularly for older children to learn the value of changing to do sport for hygiene reasons. |  | Leaders of PE and Engagement to meet the HoS to plan the after school provision, to ensure an offer to PP children, and with activities for children from a range of year groups  SBM and SM - Anti-bacterial wipes will be kept in stock for the purpose of cleaning equipment.  Leader of PE to liaise with other schools and coaches |  |
| ***(27. Science)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | Science lessons can proceed in line with what is already covered in this risk assessment.  If teachers are planning a lesson, where there are perceived to be additional risks, then they are kindly asked to complete a risk assessment for the activity. An example of when to do this might be if an animal was going to be involved, in case of child fears or allergies. Another example might be if the lesson required the use of heat and there was a risk of burning. Staff can refer to the school’s SBM or HoS for the template to use for this purpose. |  | SBM and HoS re template for activity risk assessments |  |
| ***(28. Contingency planning)***  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | The DfE have said: Schools should continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, you may be asked to revise your delivery models for a short period of time. To help with this we have published a [contingency framework,](https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities) which has been updated and outlines how schools should operate in the event of any restrictions.  ***You are referred to our ‘Outbreak Management Plan’ for further information which can be found on the school’s website.*** |  |  |  |
| ***(29. First aid)***    Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, pupils, visitors**  Causing severe infection/disease | 1 The Health and Safety Executive guidance on [first aid](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm) during coronavirus (COVID-19) will support local risk assessments and provides guidance for first aiders during the coronavirus (COVID-19) pandemic.  2 At St. Luke’s we will take account of the specific guidance on giving cardiopulmonary resuscitation (CPR) from the [Resuscitation Council UK](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/).  And also HSE guidance on [First aid cover and qualifications.](https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#qualifications) [2]  In the even that a member of the community requires CPR our staff will give chest compressions and use our defibrillator. Our staff are advised against giving rescue breaths if it can be avoided although at St. Luke’s we recognise that the need to preserve life overrides any other guidance. (for CPR in paediatric settings see specific [guidance from the Resuscitation Council UK](https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19)[4])  In an event such as this, emergency services will be contacted and staff will follow the guidance issued.  **Prevent worsening, promote recovery: all other injuries or illnesses**  If staff suspect a serious illness or injury, they must call 999 immediately and tell the call handler if the patient has any COVID-19 symptoms.  3 Each year group will have continue to have its own First Aid station. If a child has their own medication, prescribed by their doctor and with their name on it, it will be placed in a wallet in the red rucksack for the class, with the appropriate documents enclosed including a signed consent form from the parents, on headed school paper, and further instructions for use from the doctor of health care professional where necessary.  4 At lunch and play times, wherever possible, First Aid will be given when required, outside. Only cases that cannot be treated outside, will be brought into the First Aid room.  5 When in use, the First Aid room door will be open to aid ventilation. Numbers of people in there will be limited to aid distancing. If more space is required, nearby offices can also be used.  Please refer to the Staff Handbook for the names of qualified staff and also our ‘First Aid Policy’ and ‘Asthma and Allergy Policy’ for more detail in relation to our practice. | M | Lead First Aider to ensure team of qualified First Aiders are aware of this risk assessment as well as the content of each associated policy. |  |
| ***(30. Swimming pools)***  swimming  Coronavirus  (COVID-19) (CV19)  Someone entering the school/workplace/offices with CV19 | **Employees, agency, Pupils, visitors**  Causing severe infection/disease | 1 We will follow current Government guidance  [https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities)  2 Our SBM and SM ensure that our pool equipment receives the required maintenance, and recommissioning required in preparing to open. This includes: Ancillary equipment and plant room equipment, that require an assessment review of compliance re service/maintenance schedules.  3 Our Leader for PE undertakes a thorough Risk Assessment for swimming and this can be accessed separately. It is shared with all schools using the pool as well as our Swimming Teacher. It includes an assessment for changing room usage and the pool area for social distancing, to ensure a restriction of numbers.  4 Our enhanced cleaning regime extends to the pool to include touch points, shared and commonly used equipment.  5 Health and safety inspection of all areas in preparation for opening. | M | SBM and SM ensure pre opening compliance.  Leader for PE to update Swimming Risk assessment prior to swimming on site starting.  SBM to ensure cleaning regime extends to the pool.  SBM and Sm undertake H&S walk at the start of term, to update the risk assessments and this must include the pool. |  |
| ***(31. Behaviour change / support / expectations)***  ***Coronavirus***  ***(COVID-19) (CV19)***  ***Someone entering the school/workplace/offices with CV19*** | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | 1 We recognise that the school’s control measures for the virus are actually dependent on human behaviour consistently ‘changing’ from how it may have been pre Covid, i.e., washing hands, respiratory health, cleaning, staying at home when have symptoms, staying at a distance, all of which requires training, support, guidance, correction, monitoring. We recognise that there is a risk of Covid fatigue for some staff and hence inconsistent implementation of the controls which in turn creates heightened risk.  2 We would like it if staff made themselves accountable for their own actions for hand and respiratory hygiene measures and actions, and social distancing control measures. However, we also recognise that leaders need to both maintain consistent modelling of the changes needed and also ‘kindly’ hold people to account when required actions are not being followed.  3 The staff guidance makes the expectations very clear and leaders need to work with staff to regularly ensure consistent interpretation and implementation.  4 The HoS keeps the Behaviour Policy under review, ensuring that it is specific regarding the behaviour expectations of children generally, and specifically in relation to Covid Secure measures. Further information on [behaviour and discipline in schools i](https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools)s available.  5 The Behaviour policy sets out clearly the consequences for poor behaviour and deliberately breaking the rules.  6 We understand that a lack of routine may contribute to disengagement for some pupils returning to school. Some children, having now experienced several lockdowns, may not trust that ‘back’ is ‘back’. Staff are encouraged to share any concerns regarding disengagement with the safeguarding team a.s.a.p. so that they can be acted upon, in the first instance by talking with the child and also their parents re support.  7 Some pupils may return to school having suffered from:   * Bereavement * Anxiety * In some cases, increased welfare and safeguarding harms   This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups such as:   * Pupils with a social worker * Previously looked-after children who left care through adoption or special guardianship * Young carers   Staff will have potentially vulnerable pupils highlighted on their Class profiles, however, children new to vulnerability will not be. As always, staff will be vigilant and will share concerns with eh safeguarding team straight away so that we can intervene early to support.  At St. Luke’s we have a range of internal and external forms of support that we can refer children onto depending on the level of need and history of support.  During the Autumn term, the SENCO will lead on the creation of a Mental Health Policy. | M | All leaders in the school  HoS re Behaviour Policy  Staff to share concerns with the Safeguarding team  Safeguarding team, and particularly the SENCO, can refer children to support accordingly.  SENCO to lead on the creation of a mental health Policy in the Autumn term. |  |
| ***(32. Pupil wellbeing and support)*** | **Employees, agency, pupils, visitors, parents/ carers** | Operational guidance p.61.  1 **Wellbeing for Education Return Programme**  Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. We can access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges).  3 **Support and resources**  Teachers can access the free [Minded learning platform for professionals,](https://www.minded.org.uk/) which contains materials on peer support, stress, fear and trauma, and bereavement. Minded have also developed a [coronavirus (COVID-19) staff resilience hub w](https://covid.minded.org.uk/)ith advice and tips for frontline staff. | M |  |  |
| ***(33. Safeguarding)*** | **Employees, agency, pupils, visitors, parents/ carers** | Safeguarding children and adults in this school remains our first priority. Our Safeguarding and Child Protection Policy has been updated to reflect the changes to KCSiE for 2021. This document informs all of our work and must be strictly adhered to by all staff.  All staff are required to be vigilant at all times, to report any concerns using the school’s procedures, understand their role and the requirement to make a referral if they cannot get hold of the DSL or DDSL and they feel the child is at risk of imminent harm, and all staff are asked to remain of the view that ‘it can happen here’.  For St. Luke’s a priority for safeguarding for us, is the children’s on-line safety. Being vigilant to what children are saying in this regard is key. Making sure the on-line safety lessons are taught in each teaching unit is essential.  Addendum’s written during lockdowns cease to inform our work.  If further restrictions are put in place, the DSL will immediately review our Safeguarding and Child Protection Policy and if the restrictions require revisions to the policy, a further Addendum will be drafted and shared with all parties. Further information on this exists in the Outbreak Management Plan. | M | Office staff to make sure safeguarding information is strictly shared with all visitors upon arrival coupled with checking identities and other vetting information. Visitors must be escorted to the place/person of their visit. |  |
| ***(34. Contractor / visitor)***  ***Contractors/Visitors/***  ***Parents***  ***Coronavirus***  ***(COVID-19) (CV19)***  ***Someone entering the school/workplace/offices with CV19*** | **Employees, agency, pupils, visitors, parents/ carers**  Causing severe infection/disease | 1 Only necessary contractors will be allowed on site, and approved/authorised by managers 9HoS and SBM), COVID-19 risk assessments must be sent by contractors and reviewed, and works/visits agreed/ authorised before the works/visits commence.  2 Agency staff and contractors to be inducted to the normal health and safety induction processes, current COVID-19 risk assessment with ‘Visitor’s Guidance’ which is pre-communicated to ensure a health check question is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place.  3 When assessing whether a visit is necessary and when it needs to happen, managers will consider whether the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas making social distancing impossible. If it is possible for a contractor to do the work outside of the school day, that is always the preferred solution.  4 Contractors must be supervised at all times during their visit.  5 As said, for the Autumn term we will continue to keep the number of parents on site to a minimum. This will be kept under review and communication with parents on this will happen regularly and through the newsletter. Pick up and drop off points are being distributed across the site. Parents are being kindly asked to continue to wear masks at these times, not to linger, and to contact teachers separately if there is something they would like to discuss. Posters will continue to enforce messages regarding social distancing and increased hygiene measures. | M | HoS to make sure Visitor’s guidance is up to date and ready to share. |  |

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| **Overall Residual Risk for Activity (L / M / H):** | |  | |
| **Level of Risk** | **Suggested Action** | |
| **LOW** | Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate | |
| **MEDIUM** | Control measures need to be introduced within a specified time period; continue to monitor and review | |
| **HIGH** | Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended | |