



Children First Trust Risk Assessment in response to COVID19 outbreak

To be in place from 1st April 2021

Version 15 from 01/04/21 - updated to reflect the end of shielding for Critically Extremely Vulnerable children and staff and for pregnant women in their 3rd trimester

This Risk Assessment was completed taking into account the guidelines from the DFE <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance> updated 31st March 2021 and the NEU/GMB/UNISON/UNITE Checklist for September <https://neu.org.uk/media/11476/view>

RA checked by Enfield Public Health and updated (version 6) and by Enfield Health and safety and updated (version 7)

Children First Academy Trust Risk Assessment: Coronavirus

To ensure complete transparency, this Risk Assessment will be available on the Trust and individual school websites

DfE - Keeping separate groups (bubbles) whilst maintaining social distancing between individuals, run in tandem. They are not alternative options and both measures will help –but the balance will change based on; children’s ability to distance, the layout of the school, the feasibility of keeping distinct groups separate whilst offering a broad balance curriculum

DfE - Systems of Control

Having assessed their risk, schools must work through the below system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in their assessment, works for their school and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have Special Educational Needs and Disabilities (SEND). If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

April 2021 – update –it is essential that all the mitigating measures listed throughout this risk assessment continue to be adhered to. They remain relevant at all times and will be under continuous review. Monitoring checks on behaviours and controls will continue to take place and advice updated as relevant.

Prevention	Response
1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school	10. Promote and engage with NHS Test and Trace process
2. Ensure face coverings are used in recommended circumstances.	11. Manage confirmed cases of coronavirus amongst the school
3. Ensure everyone is advised to clean hands thoroughly more often than usual	12. Contain any outbreak by following local health protection team advice
4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach	Numbers 1-7 must be in place in schools all the time. Numbers 8,9 apply in specific circumstances and numbers 10-12 must be followed in every case where they are relevant
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.	
6. Consider how to minimise contact between individuals and maintain social distancing wherever possible	
7. Keep occupied spaces well ventilated.	
8. In specific circumstances ensure individual wear the appropriate personal protective equipment (PPE)	
9. In specific circumstances, promote and engage in asymptomatic testing, where available	

Monitoring of this Risk Assessment at each school will be carried out on a weekly basis by the school Health and Safety. The CEO and CFOO will receive these weekly reports for monitoring

What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
A. Risk assessment is not followed in certain areas or situations	Staff, pupils, parents/ carers/ community	To retain the H+S team at each school, including Headteacher, Site Manager and an allocated SLT member. All staff are aware that they should report any concerns to one of this team. H+S team to complete weekly risk monitoring report to identify and rectify any issues and send to CFOO and Chair of LGB. Any issues are reported to staff each week where appropriate	Ensure weekly monitoring and follow up issues raised	H/T Site manager H+S SLT member	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
PREVENTION 1 B. Someone in school has Coronavirus, either showing or not showing symptoms	Staff, pupils, parents/ carers community	<ul style="list-style-type: none"> Ensure staff are clear of the expectation that they do not come to school; - if they have tested positive in the last 10 days (either LFD or PCR test) -are showing symptoms - if a member of their household (including someone in their support bubble or childcare bubble if they have one) shows COVID symptoms or has tested positive in the last 10 days and they have been in contact with them in that time If they have been contacted by NHS test and Trace and told to isolate <p>TESTs – PCR – with symptoms LFD - if no symptoms</p> <ul style="list-style-type: none"> If staff member shows symptoms, send for PCR testing Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk) https://www.gov.uk/apply-coronavirus-test-essential-workers Ensure staff are aware that COVID does not always exhibit the classic symptoms and, if they are unsure, they should get a test If a staff member is tested positive (PCR), the 'group bubble' children (and any additional staff working in bubble') are sent home 	<p>Letter to parents explaining expectations</p> <p>PPE available if symptoms are noted</p> <p>Ensure resources are in place</p>	Headteacher SLT CEO Teachers	Controls in place

		<p>for 10 days isolation.</p> <ul style="list-style-type: none"> • If staff member tests positive (LFD) they and the group bubble sent home and isolate until confirmation through PCR • Ensure parents are clear on the expectation that the child should stay at home if they, or a family member, show any symptoms • https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus • Expectation clear that, if a child shows symptoms, either at home or is sent home from school they must get tested immediately (PCR) and inform school of outcome as soon as it is known https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • If child requiring testing is under 5 – Ring 111 • If a child is deemed unwell whilst at school, they are removed from the group • Identify area in school (not welfare room) where a child showing symptoms can go to be assessed and, if necessary, to await collection by parent/carer. • Identify adult to monitor child and assess symptoms • Provide PPE for child until collected +adult waiting with them • Plan how welfare room will be used during the day to ensure H+S is paramount and mixing of bubbles is reduced, for example, if appropriate or possible: <ul style="list-style-type: none"> ❖ First Aid kits in each bubble for minor injuries to be administered by the staff in bubble or call for welfare ❖ Record of any First Aid administered in classroom to be kept (e.g. on Scholarpack) and (minor) bumped heads letters to be distributed from classroom ❖ External first aid stations during playtime to reduce need to enter welfare room if appropriate • To have thermometers available in welfare/COVID room to measure temperature should a pupil appears unwell • Clean room with disinfectant after child/adult with suspected virus has left. Everyone involved washes hands thoroughly. They do not need to self-isolate if they have provided close contact for a person with symptoms unless that person subsequently tests positive or they themselves develop symptoms 	All staff know procedures		
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		<ul style="list-style-type: none"> Any waste used by suspected COVID case to be double bagged and disposed of separately 			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
PREVENTION 2,3,4,5,8 C.Ensure we have the highest standard of hygiene in the school	Staff, pupils, parents/carers community	Handwashing: <ul style="list-style-type: none"> Handwashing/sanitiser facilities at entrance to school which all children must use Handwashing for all staff and pupils on arrival in school and at regular intervals from then on Staff to remind pupils about regular handwashing Soap must be available in all classrooms and toilet facilities Hand washing facilities soap/gel in all key areas eg. reception, staffroom Stock of soaps/sanitisers maintained and ordered regularly Site Managers to replenish stocks of soap throughout the school day where possible Block off drinking fountains Respiratory hygiene: <ul style="list-style-type: none"> Tissues to be available for all staff and pupils to follow the catch it bin, it kill it advice Lidded bins provided in classrooms to dispose of used tissues. To be cleared daily and bagged securely Public Health do not recommend the use of face coverings for younger children in school Children who arrive at school by bus will have face masks which they must take off and store correctly as follows: not touch the front of the mask during use or when removing it; if a temporary mask, it must be put in a lidded bin or closed waste bag, if it is re-useable it must be put in a plastic bag that they can take home with them again. They must wash their hands before taking the mask off and again, once they have disposed of it. They can then go to the classroom. Note – children under 11 do not have to wear masks on public transport 	Monitoring by senior leaders in school Continuous reminders Maintaining stock handwash facilities Purchase bins Monitoring by Premises Manager/SBM/SLT	Headteacher SLT SBM/ Office Manager/ Site Staff SBM/office manager/Site manager	Controls in place Further action ongoing Bins in class

		<p>Cleaning:</p> <ul style="list-style-type: none"> Cleaners focus daily on surfaces that are at risk of transferring the virus – tables, door handles etc Extra cleaning during the day to be organised for high use shared areas Ensure enough cleaners are available daily and report to SBM/CFOO any issues re cover PPE worn by cleaners including gloves, tabards/aprons, mask if required and disposed of securely daily Identification of high use communal areas around the school which will need surfaces cleaned daily All staff to clear away personal items, rubbish and ensure they clean away their dirty cutlery and crockery Reduce the number of soft toys/furnishings from classroom which are hard to clean Cleaning of lunch tables between use by different bubbles If someone tests positive, and the bubble is sent home, the room and shared areas used by that person to be thoroughly cleaned and locked for 72 hours <p>Maintenance and upkeep:</p> <ul style="list-style-type: none"> Updating of 'Managing school premises during coronavirus' form to be completed w/b 1st March, taking into account partial closure of sites Air-conditioning; these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) Fire drill practice to ensure bubbles are maintained in an emergency 	<p>Maintaining stock of cleaning products</p> <p>Completion at regular intervals (termly)</p>	<p>Site managers</p> <p>SLT</p> <p>SLT /staff</p> <p>Site Managers/ CFOO</p>	
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PREVENTION	All staff,	<ul style="list-style-type: none"> Equipment used continuously by a child to be allocated to that 		SLT/phase	

		<p>cleaned down between class use. If possible to reduce possible cross-contamination through, e.g. use only for one larger bubble daily, child uses same computer on each visit</p> <ul style="list-style-type: none"> To ensure no cross-contamination of tables etc during lunchtime between different year group bubbles. Clean surfaces after use by each large bubble. To consider whether eating lunch in the classroom is an option Ensure handwashing before and after lunch Outdoor play equipment to be used by larger bubble groups with daily or weekly rota if necessary Clean outdoor play equipment (or leave for 48/72 hours) if swapping which bubble uses it <p>Early Years</p> <p>Malleable materials (messy play)</p> <ul style="list-style-type: none"> Materials, including sand, water, mud and playdough, to be handled by a consistent group of children only, i.e. within a bubble Children wash their hands thoroughly before and after messy play Frequently touched surfaces, equipment, tools and resources for messy play are cleaned regularly and left for 72 hours if a different bubble is to use them Playdough to be used only within the bubble and replaced regularly (at least weekly) 	clean equipment		
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
PREVENTION 6 E. Difficulty of ensuring social distancing	All staff and pupils	<p>Parents:</p> <ul style="list-style-type: none"> Ensure staggered start and finishing times so that parents do not crowd at drop off and pick up times Use separate entrances and exits to reduce number of pupils using each point Set up drop off/collection points to avoid contact with other adults Limit number of parent/visitors in reception area – one/two at a time with queue outside. Where possible, they only come to school by appointment Only one parent to bring and collect child each day 	<p>Communication with parents</p> <p>Signage prepared</p>	<p>SLT</p> <p>SLT</p>	

	<ul style="list-style-type: none"> To arrange lunchtimes around bubbles, either in classrooms or in dining hall. Clean tables before being used by a different bubble To reduce movement around school as much as possible – create bubble ‘zones’ so that larger bubbles do not mix with each other at any point Ensure no mixing of pupils from different bubbles at any point To consider if possible, one way systems in the corridor/on stairways To consider assemblies as appropriate e.g. online, class, year group <p>Staff</p> <p>Zoning School Buildings:</p> <ul style="list-style-type: none"> Ensure staff do not socialise/mix across bubbles within the school building Zone areas for larger bubbles and ensure staff do not go unnecessarily into other zones. Zoning will include wherever possible; staffrooms (create several staffrooms to avoid mixing), toilets, PPA rooms, staff entrances and exits Staff to not enter classrooms belonging to other bubbles Staff who move between bubbles (PPA/cover/support) to maintain social distance from children as much as possible. Staff who move between bubbles for PPA/cover and those who have particular concerns, can wear mask/face covering once discussed with Head. Staff to wear masks in all communal areas around the school When working with children in a bubble, staff can choose to wear masks/visors, if it is difficult to ensure social distancing with other adults <i>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission 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.(as per Enfield RA for 8/03/21</i> Head to ensure all staff who mix across the school site, wear appropriate masks e.g. Site Manager, cleaners, SENCo, SLT, IT technician 	<p>Site manager mark areas</p> <p>Constant updates in staff meetings/ newsletters etc</p> <p>System set up in office</p>	<p>Phase leaders/AHTs to maintain information HT</p> <p>SBM/ Office Manager</p> <p>HT review</p>	
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	<ul style="list-style-type: none"> • Reduce as much as possible the number of staff moving between bubbles e.g. PPA, sport etc • 2m space identified around teacher desk in classrooms to support children in understanding social distancing and for use by PPA /cover staff who move between bubbles • List kept of which staff have been in which bubble in case of requirement to close bubble • Staff to ensure they maintain social distancing at all times outside of the classroom including in staffroom/at lunchtimes • Staffroom – to limit numbers allowed in staffroom to enable staff to maintain social distancing • Staff on duty to ensure they maintain social distance in the playground between themselves • Consideration given to holding meetings virtually • Identify staff groups of workers who travel to work together and group them into bubble. Staff should be discouraged from sharing vehicles unless part of the same bubble. • Perspex barriers to be erected in school offices where staff cannot sit 2m apart or where they are facing each other <p>Visitors</p> <ul style="list-style-type: none"> • Visitors by appointment only and only if absolutely necessary during lockdown • Record to be kept of all visitors to the school during the day e.g. specialist, therapists, SEND support, contractors (if absolutely necessary during school hours) with sufficient detail to support rapid contact tracing if required by NHS Test and Trace (including possible COVID App sign) • Visitors to wear masks in communal areas around school and to socially distance at all times • If visitors do not have a mask, the meeting can be held outside with 2m distance <p>Breakfast club and After school activities</p> <p><i>Guidance (31.03.21) states: If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in</i></p>	<p>Contact with parents to see ASC/BC requirements</p> <p>Reviewing staffing numbers manage clubs</p>			
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		<p>during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member.</p> <p>From 29th March, when all outdoor sports and supervised activities for children will be able to open without restrictions on attendance, activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</p> <ul style="list-style-type: none"> Schools to consider whether they can provide breakfast /After School Club based on the above guidance No ad hoc booking of breakfast club or ASC if this would mean mixing groups unnecessarily Maintain social distancing as much as possible within the clubs and keep clear records of who has attended on which day 			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
PREVENTION 2,6,7 F. Individual children with complex needs and those with behaviour issues not adhering to social distancing, bubble management, hygiene standards etc	Staff and children experiencing increased anxiety and potential for infection to be spread through an increase in sensory/ comfort seeking behaviours	<p>Complex needs</p> <ul style="list-style-type: none"> Follow government guidance regarding shielding, most children will be able to come to school from 1st April 2021. Only a very few will still need to shield – follow guidance For pupils who might have to shield updated 30/03/21 Regular cleaning of specific physical aids to be completed or supervised by support TA Consideration of timetabling of sensory/therapy room to ensure minimum possibility of cross-contamination. Sufficient cleaning is carried out and /or room left for 48/72 hours Where necessary, PPE to be worn by adult as per risk assessment Half day provision to be considered if appropriate Ensure parents understand the provision on offer and how it will be managed for their child (in terms of EHCP provision in particular) School to ensure named one to one staff for individual children who require this wherever possible Consider identifying a separate space for provision (temporarily) if 	<p>TAs have access to cleaning materials</p> <p>Access to PPE as required</p>	<p>SENCo/ Inclusion Manager</p> <p>SLT to ensure timetabling</p>	

		<p>the child could be a health and safety risk to others</p> <ul style="list-style-type: none"> • Environment and daily routine maintained with few changes wherever possible • Children encouraged to wash hands regularly and are supervised to do so • Staff working one to one to regularly wash hands • Surfaces and equipment to be wiped and dried when children have licked/stroked wherever possible (cleaning spray and gloves will be available) • Reducing the number of things touched during the day and washing of this equipment daily • Parents to be made aware that, if the linked adult is absent, they may be asked to collect the child if they show signs of distress • Social distancing to be practised wherever possible • Staff supported to manage risks as they arise • Cleaners directed to clean the specific areas used on a daily basis <p>Behaviour</p> <ul style="list-style-type: none"> • Where a child's behaviour puts others at risk of infection (spitting, refusal to follow hygiene or bubble rules etc), consideration will be given to preventing this child from attending school, including if a child requires to be 'handled safely' (approach style) and therefore risks infecting staff through close contact • Where a child needs to go home, but is not necessarily excluded, home learning to be offered whilst they are not in school • Ensure process is in place for return to school as quickly as possible (1/2 days only) • See addendum to Behaviour Policy 	<p>Access to cleaning materials and disposing facilities</p> <p>Remote Learning Policy to be followed</p>	<p>reduces risk</p> <p>SENCo/ Inclusion Manager SLT</p> <p>HT/Phase leader/teacher</p>	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed

RESPONSE 8,9,10 G. Lack of proper response to an infection could result in wider spread	Staff, pupils, parents	School knows Test and Trace procedures as follows: Staff and parents/carers informed that they will need to be ready to: <ul style="list-style-type: none"> Book a Test – https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or ring NHS 119 if no internet access. For children under 5 ring 111. Provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS test and trace Self-isolate if they have been in close contact with someone who has developed symptoms or had positive test 	HT to remain updated as to changes in Test and Trace Procedures	HT /SLT	On-going
		School to have some home testing kits (PCR) to give directly to parents for children and to staff if appropriate and they are showing symptoms Staff /parents to inform school immediately they know their result. If negative – stop isolating and relatives can stop isolating. Child should stay away, as normal, until well enough to be back in school If positive – follow the stay at home guidance - and continue to self-isolate for at least 7 days. Can return to school with cough/loss of smell and taste since these last longer than the infection. Family members continue to self-isolate for 10 days https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Contact Tracing – see attachment at end of RA Management of confirmed cases within the school community Act quickly- contact DfE helpline on 0800 0468687 if appropriate and select the option for reporting a positive case. Only open- 8am-6pm Monday to Friday and 10am-4pm Sat/Sun Email to inform Enfield on coronavirus@enfield.gov.uk	To chase up if not delivered to school Staff to be kept informed as to procedures	CFOO HT/SLT	Sept On-going
		<ul style="list-style-type: none"> If required, school to take advice from DfE helpline on any closure of bubbles To send home those people who have been in close contact with the person tested positive Phone parents/carers of the children in the bubble and tell them to 	DHT/AHTs know procedure should HT be unavailable	HT	

		<p>collect straightaway</p> <ul style="list-style-type: none"> investigate if any others should go home due to close contact – see guidance for details Must isolate for 10 days Households of those sent home do not need to isolate unless person develops symptoms Parents/carers, staff asked to contact school if they/their child develops symptoms. School tell parents/carers/staff to ensure test is done and tell school the outcome – if it is positive 7day/10 days' isolation necessary <p>See section P of Risk Assessment for information relating to LDF Testing and actions to take if LDF is positive</p> <p>Contain any outbreak by following local health protection team advice:</p> <p>Leaders to closely monitor any outcomes from testing.</p> <p>If someone is showing symptoms and has taken a test, they are responsible for informing the school of the result. If the school does not hear from them, they should follow up at least daily to check outcome so that further decisions can be made.</p> <p>Schools to follow guidance in COVID-19 London Schools Resource Pack (publ.9th Oct)</p>		HT	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
H. Staff well-being is adversely affected	Staff	<ul style="list-style-type: none"> Updated risk assessment to be shared with staff and put on website each time it is updated Maintaining of bubbles to reduce staff concern re spread of virus Clarity on expectations particularly in terms of bubbles and details on social distancing To ensure sharing of information with staff re decisions being made, particularly in terms of partial closure and if someone tests positive 		CEO Headteacher	Controls in place

		<ul style="list-style-type: none"> • Staff adhere to the Social Distancing expectations – all staff to model • Staff to be made aware that H+S is everyone's responsibility at all times • Staff know whom to raise any H+S issues with if they cannot resolve them themselves • Publicise Education Support 08000 562 561 helpline counselling service and other support services if known • Ensure staff are aware that they can talk to their senior leader whatever the concern • Head to keep staff updated of any issues or changes • Where staff are off sick or isolating due to COVID19, systems are in place for school to make support contacts regularly 			
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
I. Pupil well-being is adversely affected	Pupils	<p>See safeguarding section</p> <p>To ensure opportunities are in place for discussions in the classroom around the impact of the pandemic on them and their families, e.g using 'Transitioning back to schools and settings as lockdown lifts 50+ practical ideas for primary schools' (on Enfield Thrives Together website)</p> <p>To ensure teachers and TAs identify children who are finding the transition back to school hard and raise with Inclusion Manager/SENCo.</p> <p>To provide opportunities for exercise outdoors</p> <p>To focus on behaviour for learning within the classroom</p>	Teachers know how to support children and sign-post for further support within school	Inclusion Manager	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
J. Staff ratios are low due to absence	Staff and pupils	Schools will continue to follow Government guidelines regarding staff attendance. From September, all staff can return to school. However, should the situation change, any new advice will be followed.	Continue to monitor action identified as the	CEO Headteachers SLT	Controls in place

		<p>From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <ul style="list-style-type: none"> For pregnant women consider as clinically vulnerable, or for some with underlying health conditions may consider as clinically extremely vulnerable. Follow the advice at: Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk) (updated 29/03/21) Individual risk assessments to be carried out for all pregnant women as usual practice The potential increase in number of staff designated CEV from March 8th, to be covered internally where possible but with agency staff if necessary Those who live with CEV people can work at school Where possible, the school will try to be flexible in allocating roles but this may not always be possible. At times, staff may need to self-isolate and/or take tests which will mean absence from school. This will be managed in the same way as schools would usually manage, e.g. by re-allocating roles <p>If the necessary ratios cannot be maintained due to staff absence, consider other actions such as:</p> <ul style="list-style-type: none"> ❖ ECHP pupil requiring additional support, to be asked to stay at home for a temporary period of time if their supporting adult is absent ❖ Contact other Trust Headteachers to ask if other staff would volunteer to be redeployed ❖ Reduce number of classes by keeping some children at home for a period of time until staff return from absence 	situation changes		
What are the hazards?	Who might be harmed	What are we doing to control the risk?	What further action is needed	Who needs to carry out the	When is the action

	and how?		to control the risks?	action?	completed
K. Children will miss out on learning if part or all of the school needs to close due to an outbreak in the school or in the community	Pupils	Remote Education Support The school will ensure systems for home learning are in place for children who are having to isolate at home due to COVID19 Agreed Trust wide expectations of home learning where individual children are isolating at home whilst their class is in school (as per school's Remote Education Plan) Schools to contact parents regularly during any closure of bubbles to support home learning Improving Blended Learning and ensuring a smooth transition between home and school learning, is key target on School Improvement Plan 2020/21	Contact with parents to ensure children can and are accessing	HT/SLT	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
L. Staff feel overloaded combining remote education with in school education	Staff	Remote Learning Policy in place and shared with all staff to ensure expectations are known Preparations in place so that remote learning can be activated from day 1 of any bubble closure Expectations for individual children's remote education to be manageable for teachers if they are still teaching in school Staff supported by SLT to provide remote learning through specific training Systems in place for keeping in contact with pupils if bubbles are closed or individual children are having to isolate Staff workload is a regular agenda item on SLT meetings CEO to work with Headteachers to manage their well-being and workload	Share Remote learning policy again Monitoring of staff workload stresses by phase leaders/AHTs Discussed in SLT	HT HT/SLT	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
M. Safeguarding	Pupils	See Safeguarding/Child Protection Policy for each school			

of pupils		<p>From 8th March, all children are expected to be in school. Safeguarding procedures are followed as usual, if there are concerns regarding a child's absence</p> <p>Safeguarding of children in school – practices remain the same as usual but need to consider:</p> <p>CHILD PROTECTION</p> <ul style="list-style-type: none"> • Child protection procedures - any concerns are reported in the same way through cause for concern forms • List of Safeguarding leads available in main office and staff room • If DSL is absent, ensure another trained safeguarding member of staff is allocated as deputy DSL • Current safeguarding procedures and checks should be maintained • Increase the number of trained first aid staff through online courses • All behaviours that are challenging should be managed using the school's behaviour policy • If behaviour makes the school unsafe (e.g. through not complying with social distancing/hygiene) the child could be deemed unsafe to come to school - see below • Safer handling policy remains in place <p>Fire Safety:</p> <ul style="list-style-type: none"> • Ensure exit instructions in each classroom are correct that that staff working within the classroom are aware of them • To have practice fire drill regularly both when partially open and fully open to ensure all staff know the relevant muster points • To ensure that fire exits and muster points reduce the mixing of larger bubbles as much as possible 	<p>Additional Staff allocated to work on attendance issues from start of term, if possible</p> <p>Regular fire drill practice to take place – first one within first 2 weeks</p>	<p>Attendance lead in school</p> <p>Inclusion Manager /DSL</p> <p>Inclusion Manager/SLT/SENCo</p>	
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
N. Trips outside of the school could add anxieties to staff,	Pupils /Staff	Educational day trips can start to take place from 12.04.21 in accordance with government guidance. Agreement must be given by Headteacher to all visits outside of school in accordance with any risk	Consider trips out based on government	HT/SLT	

children and parents due to virus transmission		assessment completed. Advice updated 31.03.21 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits To make as much use of school grounds as possible Handwashing and hygiene procedures to be followed meticulously with any movement between inside and outside spaces	advice at the time		
What are the hazards?	Who might be harmed and how?	What are we doing to control the risk?	What further action is needed to control the risks?	Who needs to carry out the action?	When is the action completed
P. Rapid Asymptomatic Coronavirus (COVID-19) Testing not completed correctly	Staff/pupils	Training (from 25th Jan 2021) <ul style="list-style-type: none"> All staff to receive a copy the 'Gov/NHS booklet – 'Your step-by-step guide for COVID-19 self testing' booklet, Trust/school Information Sheet and Privacy Notice Ensure all staff have the correct Instructions for Use (IFU) and they know that instruction in the test kit are not to be used All staff to watch video 'Step-by-step guide for COVID-19 self-testing as part of staff meeting/phase meeting All staff given guidance on reporting their result to NHS Test and Trace All staff given guidance on how to inform school if they have a positive, negative or void test result Distribution of test kits <ul style="list-style-type: none"> Deliveries are checked on arrival and lists of contents retained All tests to be stored in a locked cupboard with key personnel only having access to the key Testing supplies are safely maintained at temperatures between 2 and 30 degrees celsius All staff taking part to collect test kits as instructed by the school 1 box to be given to each member of staff as each box contains 7 test kits School to complete Test Kit Log (model on portal)– retain this document for 12 months – ensure all columns are completed Systems of control to be in place when distributing test kits eg 2 	<p>To order more tests as required</p> <p>Monitoring of distribution log by SLT</p> <p>Update staff regularly as new information is released or changes in</p>		

	<p>metres distance, wearing a face mask etc</p> <ul style="list-style-type: none"> • Ensure there is enough supply by ordering when details are published <p>Test results</p> <ul style="list-style-type: none"> • School to complete test result log (model on portal) and retain information for 12 months • Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test as soon as possible • Staff to inform the school when a PCR test is booked • Staff who receive a positive LFD test must isolate until PCR result is known and bubble/contacts sent home • Staff who receive two void LFD tests must isolate and take PCR test. Outcome to be reported in usual way – if positive, bubble/contacts sent home <p>Incident report</p> <ul style="list-style-type: none"> • For individual staff If there are any issues with the test then staff should raise this with the school lead • If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirussyellowcard.mhra.gov.uk. • If a staff member needs medical care this should be sought through contacting 111 or 999. • For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 • School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes) <p>Mitigating Risk to the schools or Trust</p> <p>RPA insurance states that they will indemnify members if a claim is brought by a third party (employees). It will cover death, injury, or damage to party property, due to the school undertaking the</p>	<p>practice required</p> <p>Monitoring of test result log by SLT</p> <p>H+S lead to monitor all logs kept regularly</p>		
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		asymptomatic tests			
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Update on reporting COVID-19 Nov 2020

Important information for nurseries, schools and colleges – new process for reporting positive confirmed cases of coronavirus (COVID-19) in your setting

There is a dedicated advice service available to advise nurseries, schools and colleges who have been informed of a confirmed case(s) of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive). We are updating our guidance to reflect this change. This means that instead of calling your local health protection team when there is a confirmed case in your education setting, we will call the DfE's helpline and you will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.

This service can be reached by calling **DfE's existing helpline on 0800 046 8687** and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. **Also inform Enfield through email - coronavirus@enfield.gov.uk**

Please only select this option if you have a confirmed case of coronavirus (COVID-19) within your nursery, school or college.

You will be put through to a team of advisors who will inform you what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.

This new process will free up capacity of the Public Health England's local health protection teams to deal with more complex cases, for example special schools and universities, or outbreaks where there is more than one confirmed case. Advisors will be responsible for escalating these cases as necessary following a triaging of your circumstances during the call.

The new advice service has been set up to advise the following education settings: early years settings including nurseries; schools including primary schools, infant or junior schools, middle schools, secondary schools, boarding schools, special schools; and further education providers.

The DfE helpline also remains available for all other queries about coronavirus (COVID-19) relating to your education and childcare setting on 0800 046 8687. Please listen carefully to the available options and select the one most appropriate to your setting's current situation.

Contact Tracing

Definition of a contact is a person:

- Direct close contacts – face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact.
- Proximity contacts – extended close contact (within 1-2 metres for more than 15 minutes).
- Traveling in a small vehicle with an infected person

*During incubation period -2 days before the person was symptomatic up to 7 days from onset of symptoms.

**LCRC will advise as to who will need to be sent home based on contact tracing. A template letter will be provided to schools by LCRC.