

(Calculate Actual Risk Rating by using the formula given at the end of the main document)

RISK ASSESSMENT FOR: COVID Actions for 2021-22 Academic Year – Following Phase 4 of HM Government COVID roadmap and changes to contact isolation.

This risk assessment has evolved over the two years in response to the national and local response to COVID pandemic. In readiness for the school's reopening for the academic Year 2021-22, it has had a full rewrite.

In 'Schools COVID-19 operational guidance, DfE, updated 17th August 21' The department updates guidance and advice for schools in recognition of the relaxation of statutory COVID restrictions via the implementation of phase 4 of the government's roadmap on 19/07/21 and the changes to contact isolation in August 21. This risk assessment has been written with these changes at the centre of it. The document also sets out a responsibility for schools to have in place contingency plans (outbreak management plans) should local or national conditions require the temporary reintroduction of COVID restrictions halted at phase 4.

In the event of a local or national outbreak and the reintroduction of COVID restrictions, the school would reimplement restrictions, based on the experience, risk assessments and procedures from the March 21 or July 20 returns to school. This would be done in conjunction with guidance and advice from the DfE, the Local Authority, PHE and our Diocese.

Documentation, Guidance and activities supporting this risk assessment:

- Government guidance is evolving and is received frequently in school via email to the SMT.
- The DfE has a collection of guidance to schools at: <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Particular government guidance docs: [Schools COVID-19 Operational Guidance, 17th August 2021](#)
- LB Hounslow produces guidance frequently and it is circulated to SMT via email. Key LB Hounslow officers also send emails direct to the Headteacher – which are then disseminated to the SMT
- LB Hounslow COVID-19 Step 4 Model Risk Assessment for Schools and Educational Settings (Recommended for Implementation from the end of Summer term 2021) – circulated by Adam Stonely – July 21.
- PHE Hounslow – direct fortnightly remote briefings and dashboard distribution.
- LDBS Covid bulletins – received frequently by Headteacher via email and disseminated by email to SMT
- Union guidance and advice – NAHT website – FAQ's – Direct union communications to HT

- SMT members participate in professional networks with other local school leaders and advisors – Hounslow Education Partnership East Partnership meetings, LDBS weekly church heads meeting since Summer term 2020.

Version Updates:

V1 – 11/11/21 – Update to include Rising infection rate and COVID onward reporting

V2 – 15/11/21 – Update to include stepping up measures as a result of outbreak measures being met. Pg 19

V3 – 01/12/21 – Update as a response to the Omicron Variant and changes to national measures. Pg 20

V4 – 20/01/22 – Update to include stepping up measures as a result of outbreak measures being met Pg 19 & changes to national isolation/testing procedures.

Contents:

Section 1 – Risk Assessment..... 4
Section 2 – Risk Rating 21
Appendix 1 – Location of Hand Sanitisers..... 22
Appendix 2 – Signage 24
Appendix 3 – Letter to parents collecting child who has developed symptoms during the day 34
Appendix 4 – Covid Cleaning Guidance..... 36
Appendix 5 – Immanuel Church Risk Assessment & Documentation..... 37
Appendix 6 – Guidance for Staff on Higher Risk Curriculum subjects – Music..... 53

Section 1 – Risk Assessment

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Premises – Cleaning and Preparation for return – Sept 2021.	Staff, Pupils, Visitors	-The school has undergone its usual servicing visits and a deep clean in readiness for the school return in September 2021.	3x3=9 medium
Premises – Operational Cleaning, regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.	Staff, Pupils, Visitors	<p>-The school has established cleaning specifications for daily/weekly and longer-term cleaning across the school estate. We also have established routines for infection control (non-Covid).</p> <p>-The school employs its cleaners directly and has an established team who know the school well.</p> <p>-The Premises Manager provided a copy of: COVID-19: cleaning in non-healthcare settings to cleaners in Autumn 2020, and provided verbal guidance to ensure most effective cleaning practices are in place. He will distribute COVID-19: cleaning in non-healthcare settings outside the home, Updated 19 July 2021 and provide any additional verbal guidance necessary to cleaning staff during the September 21 INSET session, to ensure cleaners are able to clean the site in accordance with latest guidance.</p> <p>-The school uses industry wide colour coding system to ensure that cleaning equipment is used safely and to avoid cross contamination. The school has an established system and timescale for the replacement of cleaning cloths, mop heads and other consumables, which the premises manager oversees.</p> <p>-Cleaners already use PPE, but will be reminded to use gloves and clothing protection whilst cleaning.</p> <p>-From September 2021, the school will adjust cleaning rotas to provide at least twice per day cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>-Each classroom is stocked with anti-bacterial spray, clothes, hand sanitisers, PPE gloves etc. for staff working them. This enables them to spot clean and augment the cleaning of surfaces in the area in which they work – this practice will continue in September 21.</p>	3x3=9 medium
Premises – zoning – social distance/mixing	Staff, Pupils, Visitors	<p>Schools COVID-19 Operational Guidance, 17th August 2021, revokes the requirement to keep children in consistent groups 'bubbles'. In addition, regulations and guidance around social distancing have also been removed. The bubbles that were established in 2019-20 and 2020-21 academic year are now no longer needed and will not operate. They can be reinstated as part of outbreak management if needed.</p> <p>-The school will no longer stagger entry and departure for pupils. We will reduce the number of gates that we use to admit pupils, returning to pre-pandemic arrangements for drop off</p>	2x2=4 low

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		<p>and pick up.</p> <ul style="list-style-type: none"> -The school office will reopen to visitors and off the street enquiries. -Playtimes will no longer be zoned, with pre-pandemic arrangements being reintroduced. -Extra-curricular clubs and peripatetic instrument lessons will be able to accommodate mixed year group groupings. -Children’s toilets will no longer be allocated to bubbles, but used as they were pre-pandemic. -Whole school collective worship will return to in-person worship, in line with pre-pandemic arrangements. -Lunchtime sitting will no longer be zoned or restricted to individual year groups. -Zoning and bubbling of breakfast club and aftercare clubs will no longer be required, enabling ad hoc bookings to be phased back in to the clubs. -Staff meetings can resume in person, without virtual distancing as was practised earlier in the pandemic. 	
Premises – Signage	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -New, distinctive signage was created in May 2020 and was repeatedly modified (appendix 2) and displayed around the school to support the new procedures and plans needed to run the school safely. -This signage will be revised and reduced to meet the requirements of the current control measures set out in Schools COVID-19 Operational Guidance, 17th August 2021. Signage on all school perimeter gates – to forbid entry to anyone experiencing COVID 19 symptoms, advising them to return home, seek medical advice and isolate until condition confirmed. Signage at photocopiers – to instruct staff to use sanitiser/ immediately wash hands after use. Signage in each classroom to encourage handwashing/not touching face, catch it bin it kill it Signage around the school to encourage handwashing/effective personal hygiene Signage on welfare room doors & in office to support staff in working with possible COVID community members Signage in classrooms, offices and staffrooms to encourage ventilation. Signage by hand sanitiser dispensers to encourage use of the sanitiser. Signage for the welfare COVID boxes to display ‘NO ENTRY’ on welfare doors, when supporting a community member displaying COVID symptoms. 	2x2=4 low
Premises – Ventilation & minimising contact with shared surfaces	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Effective ventilation remains a vital tool in controlling COVID infection. -Schools COVID-19 Operational Guidance, 17th August 2021 sets out that it is important to ensure that, during operation, the school is well ventilated and that a comfortable teaching 	3x2=6 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		<p>environment is maintained.</p> <ul style="list-style-type: none"> -In August 21, the DfE announced the distribution of CO2 monitors to support schools in monitoring the efficacy of ventilation measures. -On Alexandra House site, all classrooms are fitted with air handling units. These remove stale air and replace it with fresh air from outside. These have been set to remove stale air. These rooms have CO2 monitors built into the system. During the INSET session in September 21, the Headteacher shall familiarise staff with how they work, what a safe indoor CO2 level should be (between 400-1000 ppm), what action to take if this level is breached – opening windows and doors to allow trickle ventilation in cold weather. -DfE distributed monitors will be prioritised for SPS site. Once the units have been provided, the headteacher will familiarise staff with their operation. The SPS site is a Victorian building with many rooms having high ceilings and openable windows and doors. -The vast majority of internal doors in the school have alarm operated door retainers on them, so can be safely propped open. This number has increased during the COVID pandemic. -Classrooms, offices and staffrooms should be well ventilated to reduce risk of virus spreading. Most doors will be kept open, to create through ventilation and to prevent the need for the community to use the door handles to pass through the space. Clearly not toilets. -Windows will also be opened to provide ventilation. -Not all windows need to be opened, if the day is cold or there is much external noise. Most classrooms have window configurations or mechanisms to allow for small openings for trickle ventilation. Some ventilation needs to be provided even on cold days. -Staff can also ‘purge’ the air in teaching spaces during playtimes and lunchtimes, leaving doors and windows wide open whilst the room is not in use to remove and refresh stale air. -Opening windows at height helps to avoid the challenge of drafts which make the learning environment less comfortable. -Isolated external doors: the door to the SPS playground, the white door on the SPS hall should not be left propped open when the playground is empty, as this presents a possible security risk. -Internal & external classroom doors should be open to a degree at all times to allow ventilation – where possible they should be held back on a retainer to prevent the handles from being used by multiple people as they move between the spaces. -Fire Doors without alarm operated retainers should not be held open, unless they have a door closure mechanism. 	

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		<ul style="list-style-type: none"> -Teachers and other school staff are responsible for monitoring the door closure mechanisms and must report faults/malfunction using the premises reporting system, by email to the site manager as soon as they become aware of a fault of malfunction. -The premises manager completes weekly fire alarm tests. During these tests he monitors and tests all fire alarm systems, including the operation of door closure mechanisms. -Some parts of the school (both sites) are heated/cooled using air re-circulation devices. These are used only when most needed to provide a comfortable working environment. In these rooms, ventilation continues to be a priority, to mitigate against the risk of air recirculation. 	
Premises – hand washing/hand sanitising facilities/tissues/stock	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Good hand hygiene remains an essential COVID infection control measure. -Many classrooms have their own sinks – all of these have soap and handtowels with them. -In the summer holiday 2020, additional sinks were installed in a number of classrooms on the Alexandra House site. -The school also has multiple toilet locations – all with soap, hot water and handtowels/hand driers. -All classrooms and offices are supplied with boxes of tissues. -All classrooms, toilets, staffrooms and offices have bins – these are lined to allow waste to be removed without contact. -The school has multiple hand sanitiser points – located throughout the school and accompanied with signage to encourage use. -The school also has multiple ‘portable’ sanitiser units– e.g. at visitors’ entrance to the school, by the photocopier. -Pupils and staff will be permitted to bring their own sanitisers, hand cream and soap (for those with allergens etc.), which will be kept in their trays. -The school ordered a significant quantity of soap, hand towels, toilet rolls and some sanitiser refills and has maintained sufficient stock. The Premises Manager will audit and seek to maintain stock at high levels weekly. -Replenishment of soap, towels, toilet rolls and hand towels is part of the daily cleaning schedule and is a priority for the cleaners. -Staff can report any low stock to the Premises Manager using the usual reporting system, or if stock runs out, directly to the school office. The Premises Manager makes tours of the site on a frequent basis to prompt staff who may need consumable refills. 	3x3=9 medium
Premises – Cleaning spaces	Staff, Pupils,	-The Welfare Officer/admin team will inform the Premises Manager & SBM if a member of the	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
used for welfare care of COVID suspected community members	Visitors	community has been given welfare assistance after developing COVID symptoms in school. -These cases should ordinarily be supported in the welfare rooms on each site – following the procedures for supporting members of the community who develop symptoms during the day in: -The space used to provide welfare will be closed/cordoned off and a full clean will be undertaken as a matter of priority following the guidance in: COVID-19: cleaning in non-healthcare settings	
Premises – Cleaning product stock	Staff, Pupils, Visitors	-The school has good stocks of cleaning products, these are regularly checked and reordered by the Premises Manager. -The Premises Manager will continue to do this and seek to retain high levels of stock at all times. -Should our usual suppliers be unable to fulfil orders the school will call on contingency stock through the Local Authority. -Replenishment of soap, towels, toilet rolls and hand towels is part of the daily cleaning schedule and is a priority for the cleaners. -Staff can report any low stock to the Premises Manager using the usual reporting system, or if stock runs out, directly to the school office.	3x3=9 medium
Premises – fire evacuation	Staff, Pupils, Visitors	-The school has clear fire evacuation notices, identifying the primary route for evacuation in every room. -Priority will be to leave the building by the nearest external door. This will necessitate the use of the old front door on Alexandra House. -The Premises Manager has adapted the locks on the access gates on Alexandra House site to facilitate access to the muster point on Alexandra House. -The school will hold a fire drill within a fortnight of the start of term and will repeat fire drills as necessary to secure effective evacuation under the new levels of occupation.	3x3=9 medium
Premises – Staff – Travel to school	Staff	-Guidance on travel to school: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers was shared with staff prior to the phased reopening of the school in June 2020 and again in the autumn term 2021. -The local authority has provided a reduction in permit parking prices within the CPZ, some staff have taken advantage of this.	3x4=12 medium
Community – safe travel to/from school	Pupils & Families	-For those families who need to take public transport, we shall share (in pre-year communication) : https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	3x4=12 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		-The school's Travel Plan coordinator works with partners to secure pedestrian skills training, Dr Bike and cycle skills training to build confidence in these forms of transport.	
Social distancing – bubbles/concentric circles	Staff, Pupils, Visitors	-The requirement for social distancing between pupils, between adults and between pupils and adults has been lifted.	3x3=9 medium
Social distancing - teaching	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -Reducing clutter remains an effective strategy to support effective cleaning, however furniture and other equipment removed under earlier guidance can now be returned to classrooms, where it helps to support the delivery of a broad and balanced curriculum. -Classes in Year 1-6 no longer need to be arranged with rows of tables facing forwards, classes can return to cluster groupings and movement of furniture and placing of pupils to best suit the effective delivery of a broad and balanced curriculum. -Strict seat allocation will no longer be necessary, allowing for changing places in the classroom during the day to reflect the needs of different curriculum subjects and the pupils learning. -Teachers can use the carpet space to bring children together throughout the school day. -There will be no need for any COVID specific PPE for staff teaching pupils in classrooms. 	3x3=9 medium
Social Distancing - non-essential visits to school – Parents, community, professionals	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The requirements for social distancing have now been removed. The school office will reopen to casual visitors and the office gate will be open during the school day. -The full range of visitors to the school, as we had prior to the pandemic will resume. -Visitors will be encouraged to undertake LFT testing prior to a visit, but not having done so will not be an impediment to entry. -The school will no longer require contact tracing paperwork to be completed on arrival. Signing in and verification procedures will return to pre-pandemic arrangements. -We shall continue to provide hand sanitiser in the reception area for visitors to use. -We anticipate returning to face-to-face meetings rather than remote options from September 2021. 	3x3=9 medium
Deliveries to the school	Staff, Pupils, Visitors	-Arrangements for the delivery of goods to the school will revert back to pre-pandemic arrangements, with delivery drivers presenting themselves at the school office.	3x3=9 medium
Contractors, servicing, maintenance and development	Staff, Pupils, Visitors	-The school will return to pre-pandemic arrangements for contractors visits and work in the school.	3x3=9 medium
Governors and School Improvement Partners	Staff, Pupils, Visitors	-Subject to agreement with the governing body, we shall resume all meetings and governor visits in person from Septmeber 2021.	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Community – Preventing access to symptomatic community members/visitors	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -All staff, parents and visitors have been informed that if they or pupils,have COVID 19 symptoms, then they must not come to the school site, but stay at home and contact the NHS for advice. This guidance will be shared with staff before INSET day and with parents before the school opens to pupils. -The school displays signage at every entry point to the school premises to reinforce the message. -Staff will stop any member of the community coming onto the site if they appear to be displaying symptoms and advise them to return home and seek advice. -Staff and members of the school community will be able to take a PCR COVID 19 test locally, through arrangement with their GP/NHS 111/119. -Community members displaying symptoms consistent with/similar to COVID 19, but which are confirmed to be as a result of a different condition e.g. seasonal hayfever, will be admitted to site, provided the different condition is confirmed. -In the event that a parent insists on a child with symptoms attending school, or refuses to arrange a PCR test, the school will ask the parent to isolate the child for 10 days and contact PHE for possible intervention. Any such decision will be carefully considered in light of all the circumstances and the current public health advice. 	4x3=12 medium
Staff – Social Distancing – PPE, handwashing & other core hygiene	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The requirement for social distancing between pupils, between adults and between pupils and adults has been lifted. -The requirement for staff and visitors 11+ to wear face coverings when in communal areas on site has been lifted. The school will not discourage the wearing of face coverings when in communal areas on the school site. Face coverings should not be worn in classrooms. 	3x3=9 medium
Staff – social distancing in staff rooms, offices and other non-teaching spaces	Staff	<ul style="list-style-type: none"> -The requirement for social distancing between pupils, between adults and between pupils and adults has been lifted. -Staff rooms and other spaces used by staff will return to being used as they were prior to the pandemic. Room limits established during the pandemic will be removed. Staff will be encouraged to maintain good ventilation in staffrooms, office areas and other parts of the school used by staff. 	3x3=9 medium
Shared communal resources: photocopier, kettle, dishwasher, microwave	Staff	<ul style="list-style-type: none"> -Hand sanitiser will continue to be provided at photocopiers, with signage to encourage staff to wash their hands or use the sanitiser immediately after using the photocopier. -Photocopiers, telephones, computer keyboards, mice, kettles, dishwashers will all be included in the cleaning rounds. 	3x3=9 medium
Shared communal resources:	Staff, Pupils,	-Furniture and other equipment removed under earlier guidance can now be returned to	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
teaching resources, stationery, tables, chairs	Visitors	classrooms, where it helps to support the delivery of a broad and balanced curriculum. -Children will no longer be issued with personal zip bags for pencils and other key stationery. Instead we shall return to the use of pencil pots and other storage and distribution of core stationery and teaching resources as we did prior to the pandemic.	
Shared resources - welfare	Staff, Pupils	-The school will use the welfare facilities as we did prior to the pandemic. Cloth sleeves will be reintroduced for ice packs. Blankets and pillows will be reinstated where needed for welfare care.	3x3=9 medium
Shared communal resources: outdoor learning resources and playground equipment	Staff, Pupils	-Arrangements for playtimes will return to pre-pandemic arrangements.	3x3=9 medium
Shared resources: reducing exchange between home and school	Staff, Pupils, Visitors, families	-Restrictions on the passage of resources between home and school will be lifted to enable homework and reading resources to be accessed fully and to support staff in marking and planning. -Party bags will be allowed under the same arrangements as prior to the pandemic. -Children will be able to bring 'show and tell' items to school. -Staff and pupils should continue to maintain effective hand washing when handling multiple resources.	3x2=6 medium
Pupils – social distancing	Staff, Pupils, Visitors	-The requirement for social distancing between pupils, between adults and between pupils and adults has been lifted.	3x3=9 medium
Pupils – PPE	Staff, Pupils, Visitors	-There is no requirement for pupils to wear any PPE whilst in school.	3x2= medium
Community – Shielding & vulnerable staff	Staff, families	-In advance of the return to school in March 2021 the SMT completed an audit of all staff – to determine whether any were required to shield after 08/03/21. -This compliments an audit completed in Spring 2020 to collect information about staff health and the health of those in their households. In Spring 2020, The SMT determined whether a member of staff is clinically extremely vulnerable or clinically vulnerable, as well as whether a member of staff lives in a household with a family member in either category. Staff may also have a care role due to the national lockdown. Where any of these considerations apply, the SLT will take an individual approach, with support of the HR advisory services. -By the beginning of March 2021, all staff had returned successfully to work. -The increasing provision of COVID testing in the locality will make it easier for staff to determine whether or not symptoms are indeed COVID 19 and will make the process of determining fitness to work quicker.	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		<p>-The usual illness procedures, as set out in the staff handbook, remain in place for all non-COVID illnesses – staff should not come into work if they are ill.</p> <p>-The school will work with its HR advisory service to identify appropriate working arrangements/leave etc. for the very small number of staff who may not be able to return to work. This will be done in line with HM government advice to employers on staff who are absent through COVID 19.</p>	
Community – staff vaccination	Staff, families, School community	<p>-The UK government licenced and launched a programme of COVID vaccination for adults in January 2021. This programme is rolling out nationally in line with a risk rated distribution priority. The oldest and most vulnerable adults are being prioritised.</p> <p>-By mid-September 2021 all adults in the UK will have had the opportunity to have had two COVID 19 vaccinations.</p> <p>-The school will continue to encourage all staff to take up the offer of vaccination, as one of the most effective measures to reduce the risk of serious illness.</p> <p>-As a result of the progress in the vaccination programme, the requirement to isolate after contact with a COVID 19 case has been removed for all children and adults who have been fully vaccinated, or for adults not able to get vaccinated for medical reasons.</p> <p>-Contact tracing now rests primarily with NHS Test and Trace, who will notify close contacts and advise them to seek a PCR test. The school will encourage contacts, where this is known to seek a PCR test. Close contacts, in the criteria set out above do not need to isolate. Should a close contact develop COVID symptoms prior to a PCR result being received, they should isolate and seek additional medical advice.</p>	3x3=9 medium
Community – contact tracing	Staff, families, School community	-Contact tracing now rests primarily with track and trace, however the school has been asked and will report positive cases to our local authority and PHE Hounslow. The school will also report anonymised cases to the Chair of Governors and LDBS advisor.	3x3=9 medium
Community – stepping up measures	Staff, families, School community	<p>-The school monitors any positive case confirmation and identifies any possible close contact link with any other suspected or confirmed cases.</p> <p>-The school follows LCRC rising infection Guidance to determine the threshold for an outbreak and to report and implement measures according to the green/amber checklist.</p>	3x3=9 medium
Community – Shielding & vulnerable staff	Staff, families	<p>-The requirement to shield, except in very specific cases, as prescribed by an individual's medical care team, has been lifted. The government is no longer encouraging staff to work from home and the very great majority of staff should be able to work safely in school.</p> <p>-The government has published COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable to support employers with Clinically Extremely</p>	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		Vulnerable staff members. Our staff audits last year did not identify any CEV staff, however should that situation change, the school will work with HR advisors and the government guidance to ensure that working arrangements are COVID safe.	
Community – community members developing symptoms during school day	Staff, Pupils, Visitors	<p>-The school has a welfare room on both school sites, equipped with telephones, that can be used to communicate with the school office and parents/carers/emergency services.</p> <p>-In June 2020, the Welfare officer, first aiders, office staff, Premises Manager and SBM were given a copy of Coronavirus (COVID-19): implementing protective measures in education and childcare settings, DfE, 12/05/20, which sets out procedures for supporting a member of the school community who develops COVID symptoms. The key elements of this information have been printed and included with the COVID boxes in the school welfare rooms and office.</p> <p>-The procedures outlined in this document and this risk assessment will be shared with staff at the September 21 INSET session.</p> <p>-Members of the school community will be told not to come to school if they have symptoms of Coronavirus at the start of the day.</p> <p>-Where a member of the school community begins to exhibit Coronavirus symptoms: becoming unwell with a new, continuous cough or a high temperature in an education or childcare setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>-Where a child or staff member develops symptoms and is sent home, any other household member who is part of the school community will also be sent home and advised to seek NHS advice and isolate in line with current guidance – Isolation, for exempt groups, children & vaccinated, can be ceased early after two negative LFT tests – provided the case no longer has a high temperature. Updated guidance is shared with staff and families, as it is disseminated from DfE/PHE.</p> <p>-Where a child needs to await collection, they will, where possible, be moved to the welfare room. Where they cannot, they will be moved at least 2 metres away from everyone else – or the space will be vacated by others to allow this.</p> <p>-The welfare rooms and school office will have a COVID 19 box with PPE and prompts on the correct action to take. They will use this to provide welfare safely.</p> <p>-The window will be opened to provide ventilation.</p> <p>-Ideally the child will be left in that room with the member of staff supporting them at the other side of the door to provide reassurance. Where a child is very distressed the staff member may wait with the child.</p>	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		<p>-If a member of the community with COVID symptoms needs to use the toilet, that toilet will be closed and not be reopened until cleaning has taken place. The Premises Manager/SBM will coordinate this.</p> <p>-If a member of the community with COVID symptoms has a rapid deterioration in their condition or presents with very serious symptoms, the school will call 999 and seek an emergency response.</p> <p>-On collection, the parent of the child will be given a letter (appendix 3) and advised to seek NHS advice on securing a PCR test immediately.</p> <p>-Once the child has been collected, the welfare room will be closed for cleaning. The Premises Manager/SBM will coordinate this.</p> <p>-Once the member of the school community with possible COVID symptoms has gone home, they will be encouraged to contact 111//119/GP to take further advice. This is likely to involve isolation and then testing. No member of the school community should return to school until they have been advised that it is safe to do so by a medical professional.</p>	
Asymptomatic testing of key workers	Staff, Pupils	<p>-In January 2021 asymptomatic testing of primary school staff started nationally. All staff have been trained and have access to the home testing Lateral Flow Testing programme. This is a voluntary programme. Staff without COVID symptoms test themselves twice a week at home. The results are then reported to the school and DoH. Should a staff member test positive or achieve two voids, they then isolate. The requirement for a confirmatory PCR test has been temporarily suspended in the asymptomatic testing programme. This programme is designed to identify the roughly 30% of the infected population who may be without symptoms, but infectious.</p> <p>-The advice to participate in twice weekly testing for school staff was lifted during the summer 2021 holiday (although community testing remained available to staff).</p> <p>-Staff participating in the LFT programme will be encouraged to resume testing in September 21, taking a first test before the school's INSET day.</p> <p>-HM government will review the use of regular asymptomatic testing of school staff and pupils at the end of September 2021.</p>	2x2=4 low
Asymptomatic testing of adults in school families	Staff, pupils, school community	<p>-The asymptomatic LFT testing programme is currently available to all adults in the UK.</p> <p>-This programme is designed to identify the roughly 30% of the infected population who may be without symptoms, but infectious.</p>	2x2=4 low
Community – providing intimate care/first	Staff, Pupils	<p>-All children in school may at times need more intimate care, where direct contact is needed. This may be needed for first aid or where a child has had wet themselves, been sick or</p>	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
aid/Medication etc.		<p>excreted.</p> <ul style="list-style-type: none"> -The school has 9 staff trained in paediatric first aid and the greater majority of staff completed a day's first aid training in February 2019. -The school has established systems for administering first aid and welfare in school. These systems are included in staff induction and set out in the staff handbook, which all staff receive in September or on induction. -The HSE has produced guidance on first aid provision in COVID, this guidance was shared with qualified first aiders in school in readiness for the school's return in March 2021. -The school encourages as much independence as possible amongst the pupils in changing after wetting/excreting. -The school will ask all families in EY bubbles to provide a clean set of spare clothes. These will be used if pupils have an accident and need to change during the school day – in place of shared spare clothes that are currently held in school. This clean set of clothes will be stored on the child's coat peg. -Clean school spare clothes will only be used where a family may not have sufficient clothes to provide a spare. -The school's welfare rooms, office and nursery setting all have first aid kits and PPE gloves. -The school has multiple hand sanitiser points throughout the site. -In addition to the standard PPE, the school will provide disposable plastic aprons and facemasks in the welfare rooms and in the school office for staff to use when supporting first aid and intimate care. -There are cleaning cloths, cleaning spray, aprons, gloves and sanitiser provided in each bubble classroom to support with cleaning. -Where close contact/intimate care can be avoided, staff will avoid doing so – for example suggesting, where capable of doing so, that a child wets and applies their own cold compress. -All intimate care/first aid which has required contact will be recorded in the school accident book – with the duplicate copy being sent home. -We have some children with healthcare plans who often need close supervision/support to manage their health needs. One of the children requires an additional attached adult. These pupils may be in the clinically vulnerable category. The school will follow the normal health care plan to manage these pupils' needs. -The Inclusion Coordinator will assess medication plans for HCP pupils with the welfare staff concerned to identify where risks may lie and to modify procedures for example through 	

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		encouraged independence or additional PPE.	
Community – welfare – social and emotional wellbeing of community impacted by lockdown, COVID and phased return	Staff, Pupils, Families	<p>-In July 2020, a staff team developed a recovery curriculum for all pupils in autumn term 2020. This curriculum has three core purposes: to re-establish school routines and procedures, to support the emotional wellbeing of the community and to identify and address academic gaps.</p> <p>-The Inclusion Coordinator can access additional specialist support through London Borough of Hounslow Children’s Services.</p> <p>-All teachers and staff will prioritise welfare and emotional wellbeing in their lessons and activities, in line with the recovery curriculum. Staff will use resources provided by the Inclusion Coordinator in June 2020, the recovery curriculum resources, PSHE and collective worship resources to introduce these themes in an age appropriate manner – in order that pupils can voice their concerns and fears. Time will be given for thought and reflection. Staff will help pupils to recognise that feelings of worry, anxiety, fear and concern are natural and share facts in an age appropriate manner to provide factual basis to their discussions. Staff will also focus on messages of hope and inspiration.</p> <p>-Staff will work closely with parents, seeking wider family support where necessary to provide support for the whole family.</p> <p>-The school’s clergy may also be able to provide pastoral support for families and the wider school community.</p>	2x2=4 low
Community – Management of suspected/confirmed COVID case emerging in school community outside the school day	Staff, Pupils, Visitors	<p>-The school will again share the symptoms of COVID 19 with staff and families in advance of the return to school in September 2021 and advise all members of the school’s community to remain at home and seek advice/guidance form GP/111/119. They will be told explicitly not to come to the school site if they have concerns – instead to notify us by telephone/email at the earliest possible time.</p> <p>-Signage is displayed on the school gate to make clear that those experiencing COVID symptoms should not enter the site, but should return home.</p> <p>- No member of the school community should return to school until they have been advised that it is safe to do so by a medical professional.</p>	3x3=9 medium
Community – safe staffing ratios	Staff, Pupils, Visitors	<p>-Where the school experiences large numbers of staff absent amongst academic staff, we may need reconfigure classes and adapt the curriculum until staff recover from illness. Every attempt will be made to provide appropriate cover, including the use of supply staff.</p> <p>-The uptake of vaccination and relaxation of contact isolation requirements should make this possibility far less likely.</p>	2x2=4 low

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Community – safeguarding provision (DSL)	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -The school has a DSL and ADSL. The introduction of phase 4 of the government’s roadmap means that we can reinstate safeguarding procedures as they were prior to the pandemic. -All staff are reminded of the school’s safeguarding procedures in the September INSET days. 	2x2=4 low
Community – safeguarding - Attendance	Staff, Pupils	<p>Schools Coronavirus (COVID 19) Operational Guidance – Feb 2021 sets out that school attendance will become mandatory for all pupils from 8th March 2021. The SMT are planning for a full return of all pupils.</p> <ul style="list-style-type: none"> -The school will work closely with our LA Education Welfare Team to secure effective attendance amongst all families, whilst addressing concerns. -The school will reinstate attendance certificates and other celebrations of good school attendance. 	3x3=9 medium
Community – contact – staff/parent meetings	Staff, Pupils, Parents	<ul style="list-style-type: none"> -The school’s usual practice of ‘drop in’ meetings for parents and teachers at the end of the school day will be resumed in September 2021. 	3x3=9 medium
Pupils – Practising frequent hand cleaning and good respiratory hygiene	Staff, pupils, families	<ul style="list-style-type: none"> -The school has implemented ‘hand washing’ times into the school timetable – with handwashing directed on arrival at school, after playtime, before eating, after using the toilet, after lunchtime by the teacher (as a minimum). Staff will use discretion to include more hand washing where necessary, particularly in the younger classes. -School staff will include handwashing in the direct curriculum, showing children teaching resources and demonstrating how to wash and dry your hands. -Signage will remind pupils to wash their hands frequently – as well as how to wash their hands. -The school has hand sanitisers across the site which staff, pupils and visitors can use in addition to the hand washing facilities. -Teachers will also teach and promote the catch it, bin it message. This too will be supported by signage. 	4x3= 12 medium
Staff Capacity – Test and Trace System	Staff, Pupils, Visitors	<ul style="list-style-type: none"> -From 19/07/21, the lead role in contact tracing lies with NHS Test and Trace. The school is no longer required to track contacts or to send pupils or staff home. -In specific circumstances, the school’s support may be requested by test and trace or the local PHE department. In such circumstances, the school would resume this work. 	3x3=9 medium
Catch Up Provision	Pupils	<ul style="list-style-type: none"> -During the summer term 2020, the government announced Catch up provision for pupils across England. The school worked in the autumn term 2020 to identify and address learning gap needs for all pupils and specific groups for intensive support and tuition. The school had a plan to commence this provision in January 2021. The third lockdown postponed this plan. The school will complete some formative assessment on return to school in March 2021. This, 	3x3=9 medium

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
		<p>alongside teacher observations, remote learning work and assessment information in Autumn term will be used to provide catch up provision and to make use of the national tuition offer.</p> <p>-In the summer term of 2021, the school engaged catch up tuition and provided it for 120 pupils as well as providing further catch up support for a far larger number of pupils.</p> <p>-The school will develop further plans, in line with government guidance, to continue to provide additional provision, as well as differentiating support in school to identify and address catch up needs.</p>	
Immanuel Church Letting	School community, Immanuel Church Community	<p>-The school has a longstanding Sunday (and Saturday evening) let with the Immanuel church. This was suspended in March 2020 following the national school closure announcement.</p> <p>-As the lockdown has slowly been relaxed and modified group worship is now allowed, both school and church are keen to re-establish the let, provided it can be done safely.</p> <p>-In June/July 2020, the school and church leader had a series of meetings to establish a possible return to the let.</p> <p>-The school shared details of its risk assessment and procedures and the church also shared details of their risk assessment and planning procedures. These were shared with the Chair of Governors.</p> <p>-With the introduction of phase 4 of the government's roadmap, many of the restriction on worship and letting the school's premises have ben relaxed. The school will continue to work with Immanuel church to resume a pre-pandemic letting pattern, with the COVID risk assessments updated accordingly.</p>	3x3=9 medium
Educational Visits	Pupils, Staff, Volunteers	<p>-Educational visits both short term and residential can now resume from September 2021. The school has made a provisional booking for Sayers Croft (Year 6 residential) in November 21 and will re-establish other school trips during the academic year.</p>	3x3=9 medium
Staff CPD sessions in school	Staff	-Staff CPD sessions will return to pre-pandemic arrangements.	3x3=9 medium
Community – Prospective Parent Tours of the school	Visitors, Staff, pupils	-The school will resume 'on site' prospective parent tours from September 2021.	3x3=9 medium

Stepping up measures for outbreak threshold -

20/01/22 The school has reached the COVID outbreak threshold and will therefore implement measures below to enhance/ 'step up' mitigation measures, following LCRC Amber measure guidance.

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Enhanced cleaning of frequently touched/high volume surfaces – stepping up measures.	Staff, parents, visitors	-The school will reinstate all day cleaning of frequently touched surfaces for a period of two weeks.	3x3=9 medium
Reinforced hand cleaning and sanitising	Staff, parents, visitors	-Staff will be reminded of key hand sanitising messages, to ensure that hand washing/sanitising is happening frequently and effectively across the school.	3x3=9 medium
Use of LFD testing amongst school staff.	Staff, parents, visitors	-The school will encourage all staff to engage in LFD testing and to continue to report results. -The school will also remind all staff about the need for vigilance and action should they develop symptoms. -The school will encourage staff to increase the frequency of LFD testing to daily during the two week period.	3x3=9 medium
Promotion of Social Distancing	Staff, parents, visitors	-The school will revert to remote assemblies, to avoid congregation for the next fortnight. -The school will amend arrangements for the St Paul's Day service – 27/01/22 – to reduce size of congregation. -The school will use the partition walls to separate the dining cohorts, increasing the ventilation in the dining room. -The school will hold staff CPD remotely over Google Meet, with staff team in year group clusters for the next two weeks.	3x3=9 medium
Use of face coverings	Staff, parents	-Staff and parents will be encouraged to wear face coverings in communal school environment for the next fortnight.	3x3=9 medium

Omicron Variant & Changes to National Guidance

29/11/21 – Over the weekend the government announced national changes to guidance and procedures as a result of the new Omicron variant. PHE Hounslow advises caution and anticipates guidance evolving and possibly changing over the next few days/weeks

List Hazards Here	List Groups Of People Who Are Especially At Risk From The Hazards	List Existing Controls - Or Note Where the information is Kept Note Any Action You Will Take to Control Additional Risks, Where It Is Practicable	ACTUAL RISK RATING (calculate by using formula given in Risk Rating Table following)
Transmission of variant – change to national guidance	Staff/Pupils	<ul style="list-style-type: none"> -All adults are now required (unless exempt for medical reasons) to wear a face covering in public and communal spaces within the school building. -The school will continue to minimise collective gatherings, in order that some of the key school events in the run up to Christmas might go ahead with modification – nativity, class parties etc. – We will hold collective worship remotely for the rest of the term. -Staff meetings to be held remotely until the end of the school term. 	3x3=9 medium
Transmission of variant – school activities	Staff/pupils	<ul style="list-style-type: none"> -The lead up to Christmas traditionally includes a number of collective/celebratory events and other activities which diverge from the normal school timetable. These events are much loved by the school community and the school doesn't want to implement a complete ban on them. -All non-class based activities will be individually risk assessed, with a focus on increased mitigation and in response to the local and school context at the time (number of suspected/actual cases in the school community), as well as in response to changes to national guidance/regulation. For example, the PTA Christmas discos will now be held outside in the playground – in a winter wonderland style event, the nursery nativity will move to the school hall, with only nursery parents, the year 1 nativity only to be attended by Year 1 parents. Etc. 	3x3=9 medium
Transmission of variant – isolation – change to national guidance	Staff/pupils	<ul style="list-style-type: none"> -The school may be requested to help with contact tracing in order to identify contacts. -The school has focussed staff preparation time on planning lessons for remote learning, as the new isolation rules make the closure of whole classes/year groups or the entire school more likely. 	3x3=medium

Section 2 – Risk Rating

RISK ASSESSMENT FOR: **COVID Actions for 2021-22 Academic Year – Following Phase 4 of HM Government COVID roadmap and changes to contact isolation.**

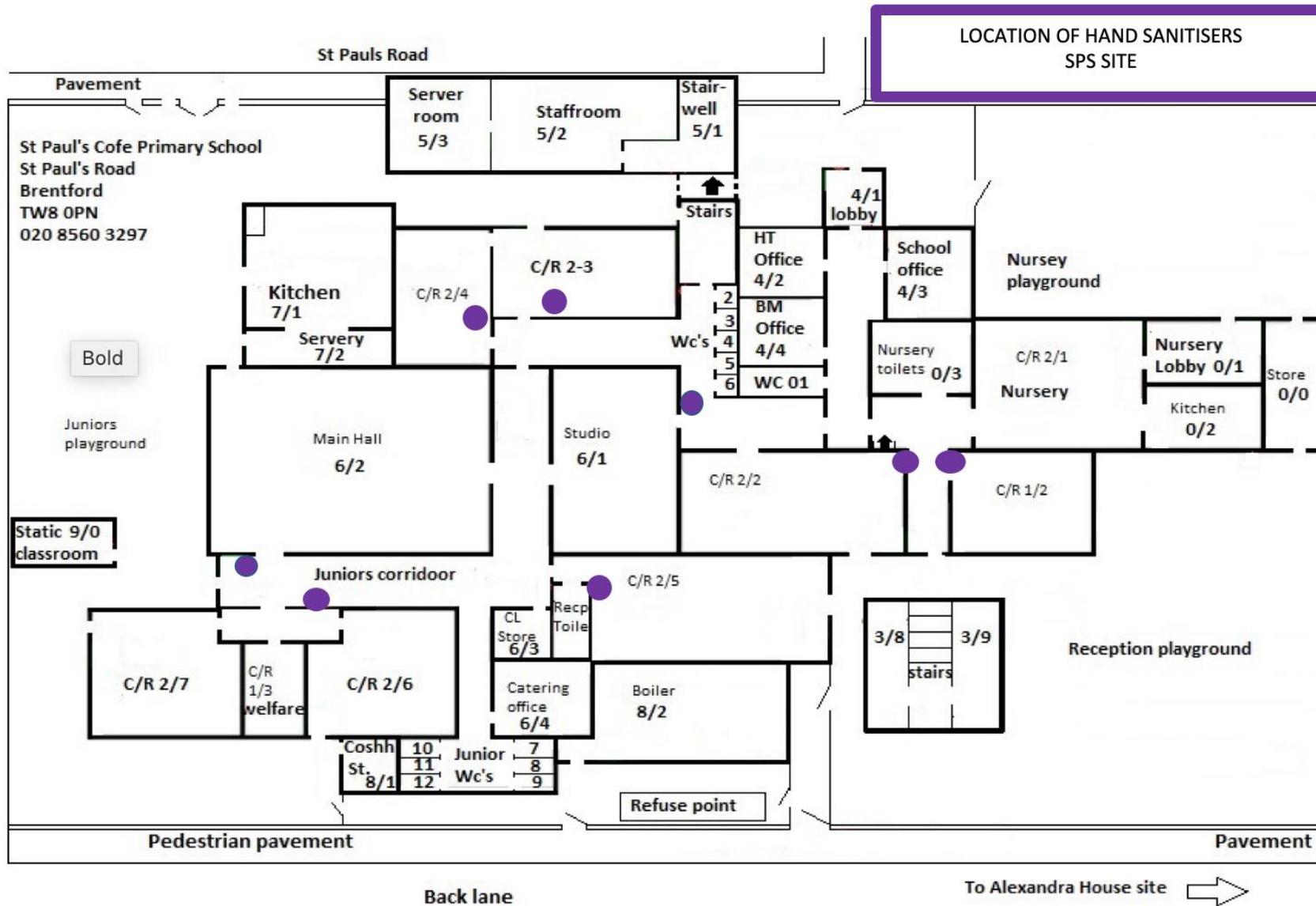
SEVERITY	LIKELIHOOD	RISK RATING (S X L)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5 – 13
3= minor injury/illness – up to 3 days away	3 = possible	Low 1- 4
4= 3(+) days injury/illness	4 = probable	
5 = major injury / illness	5 = likely	
6 = fatal or disabling injury/illness	6 = certainty	

ASSESSMENT UNDERTAKEN BY: John Wright – Headteacher 20/01/22
continual review, with a monthly review at a minimum

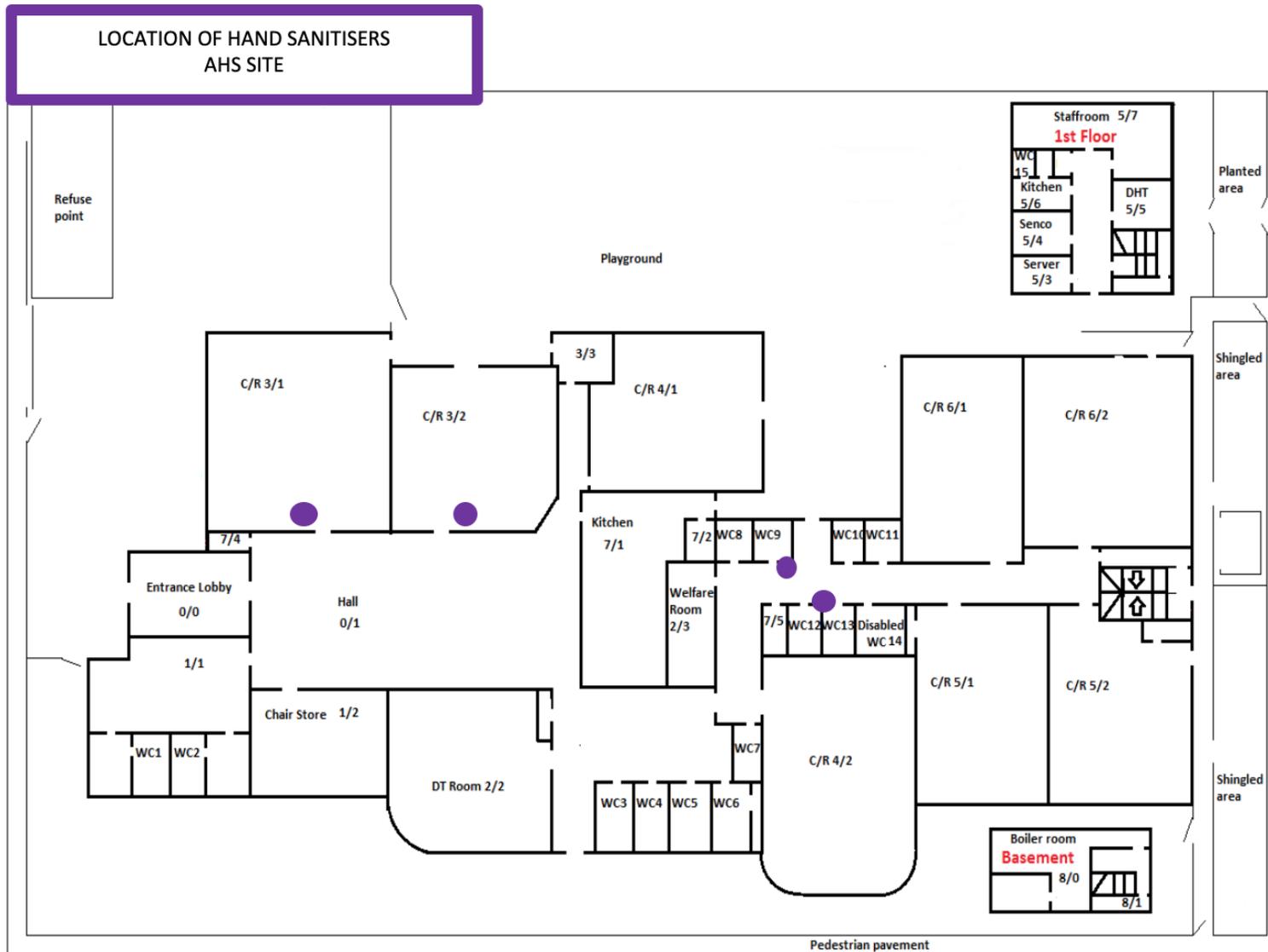
REVIEW DATE: This document is dynamic and will be under

Appendices follow

Appendix 1 – Location of Hand Sanitisers



NOTE – THESE ARE FIXED DISPENSERS – THE SCHOOL ALSO HAS PORTABLE DISPENSERS ACROSS SITES



NOTE – THESE ARE FIXED DISPENSERS – THE SCHOOL ALSO HAS PORTABLE DISPENSERS ACROSS SITES

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



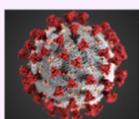
KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



In the event that someone becomes unwell with Covid symptoms:

- Move them to a room where they can be isolated behind a closed door, with appropriate adult supervision.
 - Open a window for ventilation.
 - PPE including an apron, gloves, mouth covering and full-face mask should be worn.
 - If they need to go to the bathroom while waiting to be collected, use a separate bathroom if possible. The bathroom should be cleaned and disinfected before being used by anyone else.
 - In the event of an emergency call 999.
-
- Avoiding contact with anyone with symptoms
 - Good hygiene practices & regular cleaning of settings
 - Minimising contact and mixing



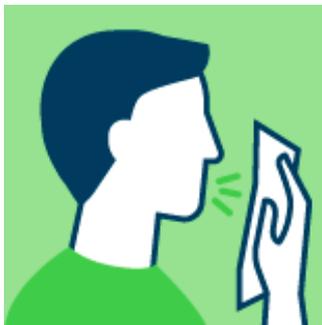
Prevent the spread



Frequently wash your hands for 20 seconds using soap and water.

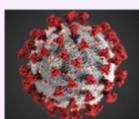


Try not to touch your eyes, mouth or nose.



Catch a cough or sneeze in a tissue and throw it away.

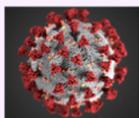
- Frequent hand washing and good hygiene



Please keep this door open for ventilation.



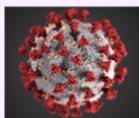
- Frequent hand washing and good hygiene practices
- Regular cleaning of settings



Please keep this window open for ventilation.



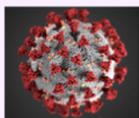
- Frequent hand washing and good hygiene practices
- Regular cleaning of settings



Please keep this window open for ventilation.



- Frequent hand washing and good hygiene practices
- Regular cleaning of settings

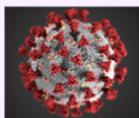


Wash your hands



- Use soap and water.
- Wash your hands for at least 20 seconds.
- Dry your hands fully.

- Frequent hand washing and good hygiene

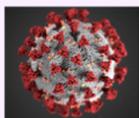


You are now
entering AHS.



Please wash or
sterilise your
hands

- Frequent hand washing and good personal hygiene

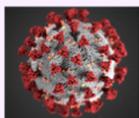


You are now
entering SPS.



Please wash or
sterilise your
hands

- Frequent hand washing and good personal hygiene



St Paul's CE Primary School

Coronavirus Measures Signage



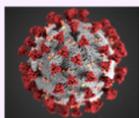
STOP!

Do not enter if:

1. You have Coronavirus
2. You have signs of a fever or a high temperature
3. You have a persistent cough, a shortness of breath or loss of sense smell and taste
4. You need to complete quarantine after a trip abroad

If you have met any of the above criteria please return home and call NHS 111 for advice.

- Avoiding contact with anyone with symptoms
- Minimising contact and mixing
- Trace and Track



Appendix 3 – Letter to parents collecting child who has developed symptoms during the day

Name of Pupil: _____

Date: _____

Dear Parent,

Your child has been sent home as since they arrived at school this morning, they have developed one or more symptoms consistent with the Coronavirus illness.

The symptoms include:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

(NHS England)

You should seek a PCR test for your child.

Naturally, we cannot diagnose COVID, however **it is important that you go straight home and contact NHS 111 or NHS 119 and/or your GP to take further advice.**

You should liaise with NHS 119 to secure a test for your child and any other member of your household who may also have symptoms. The NHS can help you to arrange testing.

UPDATED GUIDANCE ON ISOLATION – August 2021

Adult household members who are doubly vaccinated, under 18's and those who cannot be vaccinated due to a confirmed medical reason no longer need to isolate when a family member develops COVID symptoms or tests positive, unless contacted and advised to do so by NHS Test and Trace. This means that siblings can continue to attend school. Family members should remain vigilant for symptoms in themselves and should follow standard hygiene procedures and routines to minimise the risk of contracting COVID. If contacted by NHS test and trace as a direct contact, you are likely to be advised to arrange a PCR test for yourself.

Your child should not return to school until you have been advised by the NHS that it is safe for them (and the other pupils and staff in school) to return to school.

If your child is tested, he/she will need to isolate until the results come back. Results should be known within 48-72 hours. Results are usually communicated by text message.

If the test returns a negative result, your child may return to school provided they are otherwise healthy – their symptoms may be of a different illness and they should only return once they are recovered.

If the test returns a positive result, your child will need to continue to isolate and follow NHS advice. **You must notify the school as soon as your test result is known (positive or negative).** You may then be contacted by a contact tracer from Public Health England.

I wish you well at this worrying time and hope to welcome you back to school again soon. Please do keep in touch with us, we will be happy to help and support in any way that we can.

Kind regards,

John Wright
Headteacher

COVID Cleaning Guidance

Premises Staff should wear gloves at all times when cleaning. Once finished, remove them and wash your hands using soap and water for at least 20 seconds.

Hard Surface Cleaning:

- Sweep any dust or debris from hard surfaces
- Using pink antibacterial spray and a cloth wipe down all of the area including table/ chair legs and underneath
- Pay particular attention to areas of frequent use e.g. light switches, door and window handles and sink areas including soap pumps and tissue dispensers
- Vacuum the carpet area and mop the floors, ensuring that water is changed between bubble classrooms
- Replenish blue paper towels and facial tissues frequently

In cases of suspected Covid:

- Premises staff should wear gloves, aprons and face masks when cleaning areas after a suspected Covid case
- Follow the guidance above, taking care that all surfaces are cleaned and that floors are mopped
- At the end of cleaning any tissues, cloths and PPE worn should be double bagged in a black sack and placed into the lidded black Covid bin located by the COSH store.

Cleaning staff should refer to **covid19-decontamination-in-non-healthcare-settings** for further guidance

Appendix 5 – Immanuel Church Risk Assessment & Documentation

Coronavirus Risk Assessment for Opening Baptist Churches

The Baptist Union of Great Britain has developed this risk assessment template working with health and safety consultants from Ellis Whittam to assist churches as they plan for re-opening their premises. Prior to completing this document, it is recommended that churches read our leaflet [Coronavirus: Guidance For Reopening Church Buildings](#) and review the [government guidance and regulations relating to churches re-opening](#).

This template is designed to allow Trustees of a Baptist Church to consider the specific risks relating to Coronavirus in opening their premises. It should be considered as a supplement to a general risk assessment of the premises.

This risk assessment contains some generic risks, and potential control measures but you may wish to add some risk or control measures of your own that are specific to your church building and church circumstances. Space has been left in the template for this, but feel free to add additional pages if you believe this to be necessary.

You may also find some of the risks and control measures to not be suitable for your circumstances. If that is the case, we would recommend you make notes as to why these are not suitable as this will allow you to explain your position if it is questioned in future.

It is also important to say that this document should be a living document subject to regular review. You should certainly review it after the first few times your church gathers and after any change in government regulations or guidance to ensure that the assessment of risks remains appropriate and the control measures are appropriate and are functioning as intended.

We also recommend that churches conduct a [general risk assessments relating to staff and volunteers returning to work at church buildings](#) using the template provided on our website and an [individual risk assessment relating to each volunteer](#), also using this template provided on our website.

Date of issue: 2 July 2020

Risk Assessment Matrix

The following tables give a framework for assessing the risks identified, with some guidance to assist you with what a score might mean. The scoring system deliberately places additional emphasis on risks with the most severe consequences but are not very likely over those that are likely but have limited consequence. This aligns with the most recent best practice in assessment and management of risks.

In the Coronavirus pandemic, it is likely that most risks, before controls are implemented will be scored as 5 (high probability) and 5 (high severity) as the likelihood of a case being observed within 12 months is significant and the consequences are potentially death of an individual or multiple individuals. This goes to emphasize the importance of taking control measures seriously in order to reduce the likelihood and severity of the risk.

Likelihood / Probability
5. Likely to occur at least once in any 12 month period
4. Likely to occur at least once in a 3 year period
3. Likely to occur at least once in a 10 year period
2. Likely to occur at least once in a 50 year period
1. Unlikely in a 50 year period

Severity / Significance / Consequence
5. Expected to result in church closure or significant harm to multiple individuals, death of an individual
4. Material threat to continued existence of church, or significant harm to single individual
3. Substantial adaptation required to ongoing operations
2.. Minor adaptation required to ongoing operations
1. Inconvenience to ongoing operations

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD / PROBABILITY	5	7	14	21	28	35
	4	6	12	18	24	30
	3	5	10	15	20	25
	2	4	8	12	16	20
	1	3	6	9	12	15
		1	2	3	4	5
SEVERITY / SIGNIFICANCE / CONSEQUENCE						

Score = Severity x Likelihood + 2 x Severity

(this formula places additional emphasis on high severity issues)

Summary		Suggested Timeframe for Action
20+	High	Immediate / within days
15-19	Medium	Within weeks
1-15	Low	Whenever viable to do so

Risk:	Coronavirus entering the premises and potentially infecting users of the building				
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Ask everyone symptomatic not to attend	Y	RI	This will be communicated both in advance by email and with signs at the door.
2. All attendees asked to follow government guidance on self-isolation after symptoms and/or positive test/contact tracing/returning from foreign travel.	Y	RI	This will be communicated by email as well as on a case by case basis.
3. Verbal symptom checks on entry	Y	RI	Part of check in procedures for each individual.
4. Ask vulnerable not to attend in person	Y	SC	Will be communicated generally by email as well as through conversation with individuals.
5. Everyone to use hand sanitiser on entry to the building	Y	RI	Hand sanitizer will be provided and hand sanitation is part of procedures
6. Action Plan in place in case and communicated to leaders as in event of Coronavirus case known to enter premises	Y	RI	In procedures
7. Temperature/symptom checks on entry	N		No temperature checks
8. Display suitable posters to ask people with symptoms not to enter the building (see our Coronavirus poster library)	Y	RI	Suitable posters will be displayed at the entrance.
9. Social distancing measures to be maintained where possible, including the arrival and departure of the venue.	Y	RI	One meter plus distancing at seats with mitigations. Otherwise two meters encouraged with signage placed.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. All contractors to complete the 'Contractor Checklist' (Appendix 6 of Guidance on Re-opening churches).	N		The school is responsible for all contractors and their work. Their risk assessment accounts for contractors.
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

Risk:		Transmission of Coronavirus to an individual direct from infected person				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity	5			Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Suitable social distancing policy in place (2m or “1m plus mitigations”)	Y	RI	Seating will be 1m plus. Minister will be 2m plus for their safety.
2. No physical contact between persons from different households/bubbles	Y	RI	Congregating will be discouraged both inside and outside the building.
3. All attendees required to wear a face covering	Y	RI	This will be communicated in advance, at the door, and throughout the building. Disposable face coverings will be provided for volunteers and those who may have forgotten.
4. One-way system of flow through building to avoid pinch points	Y	RI	One way system will be in place.
5. Areas marked out of bounds where appropriate	Y	RI	Security tape will be available to mark out of bounds areas.
6. Seating arrangements adapted for social distancing	Y	RI	1m plus distancing between seats.
7. Capacity monitored and entry stopped when capacity reached	Y	RI	Reservation required with 5-10% capacity reserved for walk ups. Attendant on the door will be required to turn away once capacity is reached.
8. No singing during services	Y	RI	Singing will be prohibited both congregational and by soloist or choirs.
9. Signage in place to remind people of safe practices	Y	RI	Signage will be placed throughout the facility.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
10. Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.	Y		One way system may need reversing for individuals with limited mobility, but this is manageable.
11. Visitors instructed not to gather in groups, except with members of their own household, inside or outside the building.	Y	RI	This will be communicated in advance by email, by signage, and verbally by the minister.
12. All individuals who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.	N		Those that fall into the vulnerable category will be asked not to attend the service will be streamed online.
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Risk:	Transmission of Coronavirus to an individual via a contaminated surface/item (excluding toilet facilities)				
Persons at risk	Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)	Y	RI	Door handles to be regularly cleaned.
2. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	RI	Sanitizer spray to be provided
3. No passing of collection plate/bag and collection not counted for 72 hours after service.	Y	RI	Offering will not be taken
4. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	RI	Toilet monitor to be in place for duration of service to maintain hygiene standards.
5. Building not used again for 72 hours or building thoroughly deep cleaned between uses	Y	RI	In Summer the school will not be used for at least 72 hours after services conclude. In term time deep cleaning to be undertaken by trained volunteers.
6. No serving of food and drink items prior to, during or after the service.	Y	RI	
7. No distribution of bibles or other books – attendees asked to bring their own and take them away with them.	Y	RI	Service sheets to be provided and congregation asked to take home for disposal.
8. Microphones and other equipment kept to a single individual	Y	RI	To be cleaned and stored in bag for 72 hours after service.

Control Measures	Control in place (Y/N)	Person Responsible	Comments
9. Keep Register of attendees	Y	RI	Will be kept for 21 days in accord with government guidance.
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

Risk:		Transmission of Coronavirus to an individual via toilet facilities				
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity	5			Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Regular cleaning of surfaces likely to be touched regularly with appropriate sanitiser spray.	Y	RI	Sanitizer spray and a toilet monitor will be in place.
2. Toilets supplied with disposal hand towels or dryers (not a reusable linen towel), hand sanitiser. Limit to 1 person per toilet unit (even if it has multiple cubicles), posters etc.	Y	RI	
3. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Y	RI	Toilets to be cleaned before and after service and after each individual use.
4. Introducing enhanced cleaning of toilet facilities, provision of more waste facilities, more frequent rubbish collections.	Y	RI	Toilets to be cleaned after each use. Appropriate bins to be placed.
5. Ask people to spray clean toilet after use	Y	RI	Sanitizing spray will be provided
6. Children under 11 to be accompanied to the toilet	Y	RI	Parents required to accompany children to toilets.
7.			
8.			
9.			

Risk:		Transmission of Coronavirus to an individual via contaminated waste				
Persons at risk		Cleaners and anyone else handling waste				
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood	
	Severity	5			Severity	
	Overall Risk	35			Overall Risk	

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Everyone asked to take waste home with them if possible	Y	RI	This will be communicated by email, verbally by minister, and using signage.
2. All waste to be assumed contaminated and handled appropriately	Y	RI	Volunteers dealing with waste will be trained and PPE will be provided.
3. Anyone handling waste to be trained in suitable working practices	Y	RI	See above
4. All waste handled with suitable PPE (see cleaning guidance for details).	Y	RI	See above
5. All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.	Y	RI	
6. Lidded bins operated by foot-pedal to be provided	Y	RI	
7. Keep Register of attendees	Y	RI	Register to be kept for 21 days in line with government guidance.
8.			
9.			

Risk:		Transmission of Coronavirus to an individual via working in the church building			
Persons at risk		Ministers, leaders, members, attendees, contractors, cleaners			
Risk Rating before control measures	Likelihood	5		Risk Rating after control measures	Likelihood
	Severity	5			Severity
	Overall Risk	35			Overall Risk

Control Measures	Control in place (Y/N)	Person Responsible	Comments
1. Use remote working tools to avoid in-person meetings.	Y	RI	
2. Restrict attendance of individuals at meetings to those absolutely necessary and maintain social distancing throughout.	Y	RI	
3. Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.	Y	RI	
4. Provide hand sanitiser in rooms used for meetings.	Y	RI	
5. Hold meetings outdoors or in well-ventilated rooms whenever possible.	Y	RI	
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.	Y	RI	
7. Implement cleaning procedures for goods and items entering the premises.	Y	RI	
8.			
9.			

Review/Revision Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes

Staff Member Name (Print)	Signature	Date

Rules and Regulations

If you are feeling unwell or have a temperature or cough then you should not attend the service. Please join us online on facebook.

Pre-registration is required to assure a place in the service.

Please maintain two meters distance between members not of your household at all times.

Face Coverings must be worn in the building at all times. If you have forgotten your face covering an extra will be provided. Children under 11 are not required to wear a face covering.

Please wait outside the door to be welcomed in by an attendant. We are operating a one way system. Please listen to the attendants instructions and follow all posted signs.

All participants must wash hands upon entry using provided hand sanitizer.

You will be asked to provide your contact details in case of the need to share these details with NHS track and trace. These details will be kept secure and will be deleted after 21 days.

You will be seated by an attendant.

Children are required to remain with their parents at all times.

Toilet facilities are available (children under 11 must be accompanied by an adult). Please follow the instructions of the toilet attendant. You will be asked to wipe down the toilet facilities after use using provided sanitizer. Wash your hands before returning to the service.

Do not leave your seating area to speak to others. You are asked to limit your interactions with those outside of your household while at the church. This includes the car park.

If you feel unwell or require assistance, please speak to one of the ushers on duty.

There will be no singing during the service. If there is a responsive reading, please do not read in a raised voice or remove your face covering.

Please take all rubbish (including service sheets) home with you and dispose of them appropriately.

Following the service you will be dismissed by seating bubble by one of the ushers. Please follow the signs to the exit.

Hand sanitizer stations are placed throughout the church and at the exit. Please remember to wash your hands regularly to prevent the spread of the virus.

Volunteer Check List

Face Covering and gloves must be worn at all times. Disposable aprons are available for cleaning both before and after.

Opening Up

We are limiting surface exposure. Assume that if something is not on this list, then it should not be placed (this includes Bibles, banners, tables, writing utensils, etc.).

- Open doors and windows for increased ventilation.
- Sanitize high touch surfaces including door handles, tables, chairs, the music stand, piano.
- Set out chairs based on the pre-registration list. Leave a few in the back for walk ups.
- Place service sheets on seats.
- Check hand sanitizer levels in hand sanitizer stations.
- Sanitize toilets.
- Sanitize microphone and place on the sanitized music stand for speaker.
- Place signage at appropriate locations including outdoor signs.

Before and During Service

- One person on Main Entrance to greet.
- Invite people in one household at a time.
- Make sure they are wearing a face covering if not, provide them with a disposable face covering.
- If anyone is showing signs of illness ask them to leave through the one way system in place. See below for procedures for someone who shows signs of illness.
- Watch them sanitize their hands at the hand sanitizer station.
- Confirm their contact details. We must have their names and their contact phone number.
- Send them into the service area where they will be met by a second volunteer who will seat them. If they did not preregister then set out the appropriate number of chairs for the household. Please note on the diagram where they are seated in the facility.

- We are operating at a strict capacity restriction. Once we are full, then people without a reservation must be turned away.

Toilets

- One volunteer will be placed outside of the toilets.
- Only one person may use the toilets at a time. Either ask them to sanitize the toilets after they use them, or sanitize them yourself after each use. PPE is provided if you choose the latter.
- Children under 11 must be accompanied by a parent to the toilets.

Illness

- If someone shows signs of being unwell or expresses feeling unwell at any point during the service then they should be sent home immediately and encouraged to get in touch with the NHS online or by phone to be tested. The area where they were sitting and any other area they visited should be cleaned immediately.

Following the Service

- Members are to be discouraged from congregating in the building.
- Each seating group will be dismissed one at a time by an attendants.
- Members are encouraged to wash their hands using the hand sanitizer by the door upon exit.
- Members are discouraged from congregating in the car park.

Cleaning

Volunteers will need to wear provided PPE for all cleaning.

___ All chairs and other furnishings to be wiped down with disinfectant and restocked.

___ Microphone to be disinfected by the speaker and placed in a plastic bag for a minimum of 72 hours.

___ High touch areas to be disinfected including door handles.

___ Floors to be swept and mopped (floor cleaning product to be approved by the school)

___ All toilets to be disinfected.

___ Close and lock all windows and doors.

When outside remove PPE and place in bin bag. All rubbish is to be treated as contaminated.

Appendix 6 – Guidance for Staff on Higher Risk Curriculum subjects – Music

The vital role of music and the wider arts in supporting mental health, social engagement, and learning in children is well recognised globally, backed by high quality scientific data. This role of music is more important now, during a global crisis, than ever, given the wide-ranging challenges being faced by children and families. But it is crucial that activities are promoted in a safe way...

Dr Daisy Fancourt, University College London

Guidance for Teaching Music during Covid-19 **September 2020**

Teachers to follow adapted Covid lesson plans on Charanga. Teachers to utilise ‘alternative’ aspects of lessons that focus on developing listening/differentiation and rhythm skills when they appear in the lesson plan. Note: Singing/chanting at a low volume is still allowed though.

Chn should be as far apart from each other as possible (ideally 2m) and adults should take care to keep 2m distance from pupils and other adults.

Sing at a low volume. Keep any background music lower to discourage children and teachers from raising their voices. Don’t sing for more than 40min at a time. Don’t stress ‘enunciation of consonants’ as this increases aerosol transmission.

When singing, children should stand side to side and ideally keep 2m of distance from each other. Teacher should stand 3m away from pupils when singing/when children are singing.

Make sure all windows/doors are open for adequate ventilation during Music lessons, especially when children are singing/chanting. In cold weather, still open all windows/doors but have children wear their coats.

If sheet music or lyrics are given out (only if necessary to teach an effective lesson), children should keep them in their individual plastic pouches.

If children will be using instruments, clean hands before and after using instruments—clean instruments after with warm soapy water or disinfectant spray. Note: we won’t use the drums at present as cleaning spray/ soap will damage the drum heads.

When using instruments, there should be ‘pick up points’ instead of the teacher or a child passing out instruments.

Note: If you have any questions/concerns or would like clarification on any of these points, please come see Stephanie Vanos (Music Coordinator).

