

UET Risk Assessment – Version 1.8 (27th February 2022)



Unity Education Trust

Version 1.1 – 8th July 2021: revised risk assessment following release of operation guidance from DfE (6th July)

Version 1.2 – 18th July: revised following release of DfE update (14th July) and NCC Risk Assessment templates and resources

Version 1.3 – 21st July: Revised following CEV update information from DfE on 20th July

Version 1.4 – 18th September: Revised following updated Compliance Code and Management of Cases from NCC in E-Courier (17/9/21)

Version 1.5 – 28th November: Revised following Government announcements on 27th November re. Omicron variant and expectations for schools

Version 1.6 – 3rd January 2022: Revised following updated DfE Guidance/NCC guidance Dec 21/Jan 22

Version 1.7 – 27th January 2022: Revised following Plan B 26th January changes (DfE and Government announcement 19th January 2022)

Version 1.8 – 27th February 2022: Revised in light of the ‘Living with Covid-19’ DfE and Government Announcements (21st and 24th February 2022)

School:	Grove House Infant and Nursery School		
Assessment Date:	February 2022	Next Review Date:	April 2022 (or sooner dependent on DfE guidance/pandemic)
Assessment completed by:	Andy Mason and Sarah Charman		

From September 2021, the control measures for schools as outlined by the DfE Guidance, and undertaken by all schools in UET are:

1. To ensure good hygiene for everyone
2. To maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated

4. Follow public health advice on testing, self isolation, and managing confirmed cases of Covid19

NCC identify 6 key areas of control to consider:

1. Regular Testing (and isolation) – asymptomatic testing, PCRs with positive LFD test and follow stay at home guidance, testing is available to all staff and students over age 11.
2. Maximising Fresh Air – work outdoors or in well ventilated areas as much as possible, make sure indoor spaces have direct supply of fresh air.
3. Universal Hygiene Measures – thoroughly washing hands, catch it, bin it, kill it, avoid touching face, minimising touching hand contact surfaces.
4. Cleaning the space and things around you – enhanced cleaning and disinfection arrangements should continue, support with disinfecting touch points.
5. Respectful space – staff cohorting, online meetings/small groups, meeting outdoors, pinch-point avoided.
6. PPE – the majority of staff in education setting will not need additional PPE beyond what would normally be worn.

February 2022 Government and DfE Updated Guidance:

“On 21 February the Prime Minister set out the next phase of the Government’s COVID-19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains.”

February 2022 NCC E-courier Information:

“The principles of hands, face, space and fresh air remain key to infection control, guidance on the protection of more vulnerable people are still in place and we continue to ask people to act responsibly by staying at home and away from others if they have symptoms or test positive for COVID-19.”

Item	Control measures	Yes/no/ not applicable	How? Notes and further information	Date required and completed
General management planning	The Norfolk County Council COVID 19 Educational Settings Management Planning checklist has been undertaken following COVID-19 Education Settings compliance code	Yes	28 th February – UET schools will provide information in writing to parents and staff on measures in place and expectations following ‘Living with Covid’ announcement.	w/b 28 th February 2022
	Reference to the DfE ‘ Schools Operational Guidance’ (February 2022) and ‘SEND and Specialist Settings: additional Covid 19 operational guidance (February 2022)	Yes	All staff will be provided with specific instructions regarding their role and control measures	
	UET schools will ensure that staff, pupils, parents and visitors are aware of expectations and risk management in place, including		Visitors are provided by the school	

	<ul style="list-style-type: none"> - the steps to take if a person becomes unwell - the use of posters and signage to provide reminders of rules and requirements - guidance documents (including this risk assessment) - school bulletins, team meetings - an awareness and culture that everyone is aware that all measures must continue to be in place even if participating in Covid 19 LFD testing and vaccine programmes - bespoke information for visitors, contractors. 		with instructions on site rules and expectations	
Direct person to person transmission	<p>UET Schools will:</p> <ul style="list-style-type: none"> • Ensure and remind all pupils, parents, staff, visitors and contractors that they must NOT come onto site if they have any symptoms of Covid19 • Schools will continue to 'cohort' staff where possible to minimise transmission of Covid 19 • Schools will make maximum use of outdoor space (weather permitting) where possible to minimise risks • Schools will maintain the option of online meetings and training to reduce risks, and keep staff groups working together to the smallest number possible • Schools will ensure that they continue to manage areas which are communal, congested or have no natural air flow to maintain safety for all children and adults • Schools will maintain a key focus on ensuring ventilation of all areas, ensuring fresh air indoors • Schools will maintain their isolation room and present arrangements (including PPE) for staff supporting any symptomatic children 		<p>Face coverings still encouraged and welcomed in areas where space is restricted</p> <p>Ensure windows are open in all shared spaces</p>	28 th February 2022

Positive Case bringing Covid 19 into the school	<ul style="list-style-type: none"> • Staff and pupils know what the main symptoms are and that they: <ul style="list-style-type: none"> - should not attend the setting if they have symptoms or should be isolating - will go home if they develop symptoms - will be asked about symptoms before entering • Schools will continue to limit visitors to the site where possible • Events are assessed separately and controls implemented in line with the main risk assessment • Schools have a room available for someone who develops symptoms to wait to be collected. <p>Visitors: Schools should ensure that key contractors are aware of the school's control measures and ways of working.</p>	Yes	<p>Parents reminded about symptoms regularly</p> <p>Isolation room is in disabled toilet</p> <p>Ask parents/visitors if they have any symptoms of Covid-19 before allowing them into school building. Where possible minimise visitor access to school.</p>	Reminders to all stakeholders in Sept 2021
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Tracing Close contacts and isolation	Contact tracing ended on 24 th February 2022	24 th February – 1 st April	<p>In exceptional circumstances, we may be contacted by DoPH/UKHSA in relation to any measures required in case of outbreak within school.</p> <p>If a child develops symptoms whilst at school, they will wait in our designated isolation area until collected by parent. Supervising staff member will wear PPE. Ensure space is ventilated.</p>	Sept 2021
Welcoming Children Back to School	<p>February 2022 DfE Guidance:</p> <ul style="list-style-type: none"> • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. • If a parent or carer insists on a pupil attending your school, you can 	Yes	SC to seek support from UET central team if required.	February 2022

<p>Wearing and removing Face Coverings</p>	<p>Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited.</p> <p>The benefits of transparent face coverings should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.</p> <p><u>Where staff and pupils choose to wear a face covering, the DfE guidance from November 2021 supports the safe wearing and removal of face coverings:</u></p> <p>When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • Avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus • Change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose • Avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination <p>When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • Only handle the straps, ties or clips • Not give it to someone else to use • If single-use, dispose of it carefully in a household waste bin and do not recycle • Once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them • If reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed 	<p>Yes</p>		
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<p>Ensure good hygiene for everyone – including hand hygiene</p>	<p>Hand hygiene – ensure, remind and part of regular practice Provision and access to soap and water, and/or sanitiser regularly throughout the day and when changing activities, using shared equipment</p> <p>Staff will ensure that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing).</p> <p>Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts.</p> <p>Supervision arrangements are in place to support pupils with handwashing where it is needed.</p> <p>Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</p> <p>Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out</p> <p>In addition schools will ensure that:</p> <ul style="list-style-type: none"> • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. <p>Staff, pupils (and parents) are advised that handwashing must be carried out</p>	<p>From Sept 2021 - Yes</p>	<p>Regular handwashing / hand sanitiser continues e.g on arrival, before eating, after using the toilet, before play, after play, etc</p> <p>Stagger children using sinks to avoid large groups. Hand sanitiser in all classrooms and located around the school.</p> <p>Staff to use PPE when administering first aid / intimate care</p> <p>Hand sanitiser points are checked regularly and stock replenished where necessary</p>	<p>Sept 2021</p>
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	<p>when they arrive at home</p> <p>Hand washing is carried out using running water (static bowls are not used)</p> <p>Respiratory hygiene – reminder to all pupils, staff, parents/carers of the ‘catch it, bin it, kill it’ approach – use of lidded bins or nappy sacks/doggy bags to wrap tissues prior to disposal</p> <p>Use of PPE – maintain supply of PPE for provision of first aid and one-to one care with possible symptomatic child within school</p>			
Public and School Transport	<p>Pupils, parents and staff have been advised not to use school transport if they have symptoms</p> <p>Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.</p> <p>Windows are opened during journeys where it is safe to do so</p> <p>Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.</p> <p>Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)</p> <ul style="list-style-type: none"> • Staff and secondary pupils may continue to use face coverings when using school transport unless exempt from doing so • Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings • Staff are encouraged to wear face coverings when using public transport. <p>DfE 1st February 2022: Dedicated School Transport Guidance</p> <p>The government suggests people continue to wear face coverings in crowded and enclosed spaces where you may come into contact with people you do not normally meet.</p>		<p>School to confirm with transport operators that Covid19 expectations in place for children travelling to school</p> <p>School letters to parents and pupils confirm arrangements and expectations for transport</p>	Feb 2022

	<p>DfE 1st February: Public Transport/Taxi's/Private Hire Guidance</p> <p>There is no longer a legal requirement to wear a face covering.</p> <p>The government suggests that you continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.</p> <p>Operators are free to set their own requirements for wearing face coverings and you should check with the operator of the service you are using before travelling. Pupils should follow instructions from the operator and driver and treat them with respect.</p>			
<p>Maintain appropriate cleaning regimes</p> <p>Surface transmission including equipment and resources</p>	<p>Support of UET Premises Lead in ensuring effective and appropriate cleaning schedule – both for regular cleaning within the school, and for additional thorough or deep cleans in the event of suspected symptomatic/positive case in a setting.</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. Toys which are more difficult to clean should continue to be kept out of use unless allocated to individual children - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use or at least twice daily <p>Cleaning and disinfection of premises, shared equipment, vehicles, high</p>	<p>Yes – from Sept 2021</p>	<p>Provisions check for cleaning resources, PPE, cleaning materials (including foggers etc)</p> <p>Confirmation with cleaning staff/UET Premises team around provision and expectations of cleaning within the school day</p> <p>Cleaning schedule identifies all items that need cleaning and disinfection including touch points and equipment</p> <p>Identify the frequency of cleaning and disinfection of areas and items depending upon use and risk.</p> <p>Staff to continue to clean high touch surfaces and shared equipment during the school day</p> <p>UET Premises Team and School</p>	<p>Sept 2021</p>

	<p>contact touch points should be prioritised, using different cleaning equipment for different areas</p> <p>Regular cleaning of areas and equipment should be undertaken at least twice per day with a particular focus on frequently touched surfaces</p> <p>If a surface is visibly dirty it is always cleaned prior to disinfection.</p> <p>Staff are provided with sprays/disinfectant wipes to maintain hygiene within their own classroom environment as appropriate</p> <p>Schools must ensure the provision of bins and tissues to encourage staff and pupils to practice good respiratory hygiene</p> <p>Schools will maintain the provision of hand hygiene through opportunities for staff and children to wash their hand thoroughly/sanitise between activities (especially visits to the toilet, before and after eating/drinking, and after removing a face covering) and after using equipment</p> <p>Schools will check up to date signage and reminders are displayed as part of school routines.</p>		<p>Leaders will ensure that All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> • Know the schedule information. • Have received relevant training/instruction • Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. • Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment 	
Keep occupied spaces well ventilated	<ol style="list-style-type: none"> 1. Identification of areas which may be poorly ventilated within the school 2. Opening external windows to improve natural ventilation and opening of internal doors (where not affecting fire safety/fire door regulations) and if safe to do so (risk of absconsion to consider) 3. To balance the need for increased ventilation while maintaining and comfortable temperature for pupils and staff to work within <p>NCC compliance code (Sept 21): Ensure thermal comfort during colder weather is balanced with the need for ventilation, a number of practical steps can be taken including:</p>	Yes – review and identify pre-Sept for implemen tation of mitigation in Sept.	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts 	Sept 21

	<ul style="list-style-type: none"> Fully open windows before classrooms are occupied and during breaks but keep them only partially open during lessons Fully opening some windows to gain air changes but selecting those that are not directly next to pupil's desks/work areas or opening high level windows fully but lower level windows partially <p>Make sure everyone is dressed appropriately for the cooler weather, for example encouraging the use of long sleeves, thick tights and jumpers and allowing pupils to wear their coats in the classroom if appropriate</p> <p>Premises managers and other staff should ensure systems are in place to implement this and that occupants are aware they should not be fully closing windows e.g by the use of signage and making regular checks</p> <p>NCC guidance (May 2021 risk assessment) suggests schools' consider:</p> <p>The number of people who occupy the area - the risk increases if an area is poorly ventilated and occupied by more than one person. - How long people occupy an area - the longer the area is occupied the greater the risk</p> <ul style="list-style-type: none"> - The size of the area – the larger the area the lower the risk - The tasks that take place – activities that make you breathe deeper will increase generation of aerosols and increase the risk - Features that affect ventilation – equipment, machinery and other features may prevent air circulating and create stagnant areas. - If fans are needed in the area – fans should not be used in poorly ventilated areas <ul style="list-style-type: none"> Where fresh air provision is not adequate windows are also opened in these areas. Where rooms cannot be adequately ventilated (naturally or 		<ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p> <p>During cooler weather:</p> <ul style="list-style-type: none"> Windows are fully opened before rooms are occupied and during breaks. Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially <p>Information has been provided to parents, carers and pupils to dress appropriately for cooler</p>	
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	<p>mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> • The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less • Equipment, machinery that prevent air circulating have been relocated where possible • Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). • Fans are not used in poorly ventilated areas <p><u>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</u></p> <ul style="list-style-type: none"> • <u>The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less</u> • <u>Equipment, machinery that prevent air circulating have been relocated where possible</u> • <u>Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion).</u> • <u>Fans are not used in poorly ventilated areas</u> <p><u>Advice has been sought from HSW for using these areas</u></p> <p><u>NCC Compliance Code (Sept 21) – Reassurance monitoring using CO2 Monitors (as part of DfE Roll-out)</u></p> <p>To give reassurance that ventilation levels are adequate you could consider installing Non Dispersive Infrared (NDIR) CO2 sensors. These can help you assess whether ventilation levels are adequate as good ventilation dilutes exhaled CO2. Measuring CO2 levels can therefore act as a proxy measure for ventilation rates. Levels of 800ppm would indicate good ventilation and</p>		<p>temperatures.</p> <p>Members of the school team are nominated to ensure that windows are opened in accordance with the above</p> <p>Signage is provided to remind occupants not to fully close windows</p> <p>Regular checks are made to ensure that arrangements are being followed</p>	
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	1500ppm indicate poor ventilation. However, please be aware that for large spaces or spaces with low occupancy they are less suitable.			
Public Health advice on Testing, self isolation and managing confirmed cases of Covid 19	<p>February 2022 NCC Guidance:</p> <p>From 24th February:</p> <p>There will be no legal requirement to self-isolate following a positive test. However, public health advice remains that adults and children who test positive should stay at home and avoid contact with other people for at least 5 full days and then continue to <u>follow the guidance</u> until they have received 2 negative test results on consecutive days.</p> <p>Public health advice is that where a staff member or child is symptomatic or has been confirmed as COVID positive but still wishes to attend the setting you should follow your established policy in relation to any other communicable disease such as chicken pox or norovirus and the person should keep away from the setting in line with the above.</p> <p>Routine national and local contact tracing will end and reliance will be placed upon positive cases making their relevant contacts aware. Contacts will no longer be required to self-isolate or take daily tests, although while asymptomatic kits are still freely available testing is advisable and guidance to take extra care to keep others safe will remain. You may wish to communicate to your school community regarding this to help people do the right thing.</p> <p>From 1st April:</p> <p>Free universal symptomatic and asymptomatic testing for the general public in England will end although some higher risk groups may still be able to freely access testing in some way. The details of this are not yet clear. This will clearly have implications for your school absence/infection control policy as it becomes more difficult to distinguish between Coronavirus and other respiratory viral infections. You may therefore wish to think about how you will reflect this in your policies.</p>	Yes – February 2022 letter	<p>Ensure parent letters in February 2022 make clear the expectations and processes for parents to follow, including arrangements for collecting child from school in case of symptoms</p> <p>Pupil must be isolated in a room with fresh air ventilation and staff supporting where appropriate PPE</p> <p>Any rooms used for isolation must be cleaned after they have left school site</p>	Feb 2022

	<p>Pupils, staff and adults should follow UKHSA advice on when to self-isolate and what to do.</p> <p>They should not come into school if they have symptoms, have had a positive test results or other reasons requiring them to stay at home due to risk of passing on Covid19 (eg required to quarantine following a holiday overseas)</p> <p>Anyone in school developing Covid 19 symptoms, however mild, should be sent home and public health advice followed.</p> <p>Avoid use of public transport – and should be collected by member of their family or household</p>			
Asymptomatic Testing	<p>NCC February 2022</p> <p>Regular asymptomatic testing in mainstream education and childcare settings is no longer recommended by government.</p> <p>However, while test kits are still freely available (until end March) settings may wish to continue to ask pupils and staff to do so, particularly if they have been to, or before attending, a high risk situation e.g. crowded indoor social event, they are a close contact of a household positive case or have stayed overnight in a positive household. They will need to obtain test kits from community routes to do this.</p> <p>You may be asked to reintroduce testing by Public Health in the event of enduring transmission. All education settings will continue to be able to order self-test kits for groups of staff and pupils in these circumstances. The DFE has produced FAQ on testing you may find helpful.</p> <p>Anyone with symptoms should continue to book a free NHS PCR test and</p>	Yes	There is no need for primary pupils to test	Sept 2021

	follow the latest guidance.			
Transport for symptomatic student			<p>Isolate symptomatic child immediately. First Aider in full PPE supporting from 2m social distance.</p> <p>Contact with parents/carers immediately to identify any possible means to collect child.</p> <p>If a child is within easy walking distance and well enough, arrange with parent with walking collection at half-way point. Child to be escorted by member of staff at social distance. Parent to produce ID prior to transference of child.</p>	
CEV children and young people	<p>All CEV children and young people should attend their school unless they are one of very small number of children under paediatric or other specialist care who have been advised by their clinician or GP not to attend.</p> <p>Staff at increased risk must have their Individual Risk Assessment updated with a review of the support plans to ensure that they reflect individual needs for activities undertaken.</p> <p>February 2022 DfE Guidance: Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help</p>	<p>Yes – from Sept 2021</p> <p>February 2022</p>	<p>Staff individual risk assessments to be reviewed/refreshed for the Autumn Term</p> <p>Leaders and staff to be aware of medical advice/evidence provided by specialist clinicians related to specific pupils within school.</p>	Sept 2021

	<p>prevent the spread. Children and young people over the age of 12 with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>			
Admitting children into school	<p>February 2022 DfE Guidance: Parents and carers will usually agree that a pupil with symptoms should not attend school</p> <p>If parent/carer insists a pupil attends, Heads can take the decision to refuse if in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection</p> <p>This decision should be carefully considered in light of all circumstances and current public health advice.</p>	February 2022	Confirm with parents verbally, and in writing, as required should situation arise	Feb 2022
Attendance at school	<p>February 2022 DfE Guidance: School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is self-isolating (awaiting a test result) or in quarantine because of COVID-19, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p>	Yes – from Sept 2021	<p>Attendance data shared with Greg Dimsey for half-termly Trust report</p> <p>DfE attendance data collection</p>	From Sept 2021
Remote Education	Expectation to support through remote education if child required to self	Yes –	Review remote learning policy and	From Sept

	<p>isolate and if they are well enough to do so.</p> <p>DfE expect schools to 'maintain capacity to deliver high quality remote education for the next academic year, equivalent in length to the core teaching pupils would receive in school</p>	from Sept 2021	documentation. Make available on website to share with children and families should remote education be required.	2021
Pupil and staff wellbeing and support	<p>Some pupils and staff may be experiencing a variety of emotions in response to the Covid 19 pandemic such as anxiety, stress or low mood.</p> <p>Staff and pupil mental health and wellbeing due to anxiety or increases pressure recognised and supported through line managers, Mental Health Champions and Mental Health First Aiders and through advertised support lines and resources.</p> <p>A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on AGP's Educational Settings Guidance on AGP's</p>	Yes	Consider support strategies in place for staff and students including availability of MHFA, counselling, support line and buddies	Sept 21
School workforce support - including mental health support, pregnancy, ethnicity	<p>CEV staff are non-longer advised to shield, but may wish to take extra precautions to protect themselves and to follow practical steps set out in Government CEV guidance to minimise their risk of exposure to the virus.</p> <p>All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the NCC template is used to record conversations and agreed control measures.</p> <p>NCC Template for new and expectant mothers risk assessment – 17th November 2021</p> <p>February 2022 DfE Guidance: School leaders are best placed to determine the workforce required to meet the needs of their pupils. Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly</p>	Yes	<p>Schools to support vaccine take up and enable staff to attend a booked vaccination appointment</p> <p>SC to complete risk assessment for new and expectant mothers</p>	<p>Sept 21</p> <p>Nov 21 onwards</p> <p>Feb 2022</p>

	<p>vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Staff with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19.</p> <p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss and concerns that people previously considered CEV may have.</p> <p>Employers will need to follow this specific guidance for pregnant employees, COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains advice on vaccination. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. You should also consider the needs of pregnant pupils.</p>			
Free School Meals provision	Schools should continue to provide free school meal support to any pupils who are eligible and who are learning at home during term time.	Yes	CC to order vouchers. Support from UET Central Finance Team to provide e-vouchers for families as required.	Sept 2021
Educational Visits	<p>February 2022 DfE Guidance:</p> <p>Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p> <p>Schools are advised to ensure that all bookings have adequate financial protection in place. You should speak to either your visit provider,</p>	Yes – from Sept 2021	<p>Schools/heads to discuss all plans for visits domestic or international at line management meetings with the CEO.</p> <p>Schools to check with Central Finance Team that RPA /insurance will cover any visits.</p>	From Sept 21

	commercial insurance company, or RPA to assess the protection available.		Schools will use the Evolve Visit planning portal and undertake full and thorough risk assessments in relation to all educational visits, and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.	
Visitors to the school site	<p>The time of visits occur so that visitors are separated from staff and pupils where possible</p> <p>Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out</p> <p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. • To leave the setting immediately if they develop symptoms <p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate • Visitors will use their own pen or will be provided with a pen that they take with them. 		<p>Visitors should be separated from staff and pupils where possible</p> <p>Meetings should take place in well ventilated rooms and attendees should be as distanced as possible.</p>	From Sept 21
Wraparound care and extra-curricular activity	Schools should refer to guidance on planning extra-curricular provision and the use of providers who run community activities, holiday clubs, after-school clubs, tuition and other out of school provision for children guidance from the DfE.	Yes	Before School Club to begin in September (breakfast club room or hall)	From Sept 21
Fire evacuation arrangements	A fire drill is planned for the first week of term.		Schools to plan fire drill for first week of term in September	Sept 2021

	January 2021 NCC guidance: Fire drills should be resumed as normal. The school should encourage social distancing as part of the fire drill. Fire assembly points should be reviewed to ensure that pupils can assemble in their group and group mixing is avoided, separate assembly points may help in some instances to prevent gathering together			
Vending machines and water dispensers (school specific)	<ul style="list-style-type: none"> • Vending machine disinfection is incorporated into the touch point cleaning arrangements. • Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced. • Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after. 		<p>No vending machines on site. Water dispensers are not in operation for children.</p> <p>NCC Compliance Code 17th Sept – vending machines must be formally cleaned at least twice a day as part of touch point regime with both wipes and a sanitiser station next to them. Information must be provided for users on areas to clean before use and instruction to use hand sanitiser before and after use. This would be good practice for water dispensers too.</p>	
Pupil Individual Support Planning – increased supportive measures for pupils/psychological needs and mental health	<p>Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).</p> <p>Support plans include:</p> <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. 		Update individual support plans if required	Sept 2021

	<ul style="list-style-type: none"> • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. <p>Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.</p>			
Staff instruction and involvement	<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) • Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. • A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. • All staff have confirmed that they are confident in applying the control measures identified in this assessment. • Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). • Staff have been given the opportunity to discuss and resolve any concerns that they have. • Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school. • The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. 		School specific plans for INSET day training and records for the Autumn Term to confirm are in place	Sept 21

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> Continued cohorting of staff Utilisation of online meetings and training Keeping numbers minimised for in person meetings and training Reduction of pinch points and areas of congestion Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 			
Hiring school premises	<ul style="list-style-type: none"> Cleaning and disinfection requirements are established for all areas used (premises and equipment) Information about ventilation requirements is provided to the user The school and user have agreed and confirmed their responsibilities prior to use 		Premises are not hired out	
Vulnerable Children	<p><u>DfE January 2022 Guidance:</u></p> <p>Where pupils who are self-isolating are within our definition of vulnerable, it is very important that you put systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.</p> <p>When a vulnerable pupil is asked to self-isolate, you should:</p> <ul style="list-style-type: none"> Notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head Agree with the social worker the best way to maintain contact and offer support 	Yes	<p>Office staff to ensure that safeguarding leads are made aware of children who are isolating.</p> <p>If DSL deems the child to be vulnerable arrangements will be made to contact the family and social worker regularly.</p>	January 2022

	<p>You should have procedures in place to:</p> <ul style="list-style-type: none"> • Check if a vulnerable pupil is able to access remote education support • Support them to access it (as far as possible) • Regularly check if they are accessing remote education • Keep in contact with them to check their wellbeing and refer onto other services if additional support is needed 			
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The [COVID-19 Secure in 2020](#) notice is displayed to confirm that all required measures have been implemented.

This risk assessment will be regularly reviewed by staff within the school at fortnightly interviews, or as guidance changes, and shared externally with the UET JCC Union Representatives.

Signed: _____ (UET)

Date: _____

Signed: *Sarah Charman* (Executive Headteacher)

Date: *1st March 2022*

Signed: _____ (Staff Member)

Date: _____

Signed: _____ (Visitor)

Date: _____