

Risk Assessment for Summer Term - Educational settings				
Completed by: Lorraine Tomlinson		Date created: 20/07/2020 Date Last updated: 12.04.2021		
Next Review Date: 1 <sup>st</sup> June 2021				
<b>Applicable to:</b> Pupils Parents/carers Visitors Staff Governors Venn Staff		This risk assessment is based on the subsequent Government guidance that was published to support schools and the country with the roadmap to end of Covid restrictions. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</a>  Links to other relevant information can be found at the end of this risk assessment		
Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	All stakeholder groups	High	<u>Hygiene Education</u> <ul style="list-style-type: none"> <li>Regularly communicate good hygiene practices to parents through a variety of media including Twitter, newsletters, letters, emails and the Academy website, encouraging parents to support the education of handwashing with their children at home</li> <li>Posters to be displayed throughout school to support the education of children, staff and visitors.</li> <li>Regular assemblies to children to promote handwashing and good hygiene using NHS guidance videos</li> </ul> <u>Respiratory Hygiene</u> <ul style="list-style-type: none"> <li>Apply catch it, bin it, kill it for coughs and colds.  <a href="https://www.youtube.com/watch?v=BEJHHuT9_ig&amp;feature=youtu.be">https://www.youtube.com/watch?v=BEJHHuT9_ig&amp;feature=youtu.be</a> </li> </ul>	Medium

			<ul style="list-style-type: none"> <li>• Classroom windows and internal doors will be kept open to aid ventilation and when rooms are empty windows may be opened further and doors to corridors will be left open for better air flow.</li> <li>• A separate bin is provided in every work area for used tissues and these are sanitised daily.</li> <li>• Staff are encouraged to wear a face visor when working with pupils at a distance less than 2m</li> <li>• Staff and visitors are expected to wear a face visor and/or face mask when moving around the school building</li> <li>• Staff are expected to sanitise their visor regularly and these will be replaced regularly by the school</li> <li>• Visitors and staff can be provided with a face mask or visor if they have forgotten their one or it needs replacing</li> </ul> <p><u>Handwashing and Hand Sanitising</u>  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>• Increased availability of hand washing and sanitising facilities throughout school.</li> <li>• PE coaches to be provided with a hand sanitiser</li> <li>• All adults and children will sanitise their hands-on <u>entry</u> and exit of the building. Hand sanitiser will be available at all entry and exit points. Alternatively, in the event that hand sanitiser is not available, water and soap must be used.</li> <li>• All adults and children to wash hands or use hand sanitiser frequently throughout the day.</li> <li>• Hand sanitisers will be refilled every day, and these may be sent to the office to be refilled during the day.</li> <li>• Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2 )before and after AM playtime (3) before lunch time (4) after lunch time (5) end of the day. Hand sanitiser and soap will be provided by school. Children will not bring their own.</li> <li>• Adults should plan their own times to wash hands. If in class, this should be carried out at the same time as the children, modelling good hand washing technique.</li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>• Staff to reinforce good hygiene with the children through lessons and information to be regularly sent out to parents.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• The normal dress code for staff will be applied but staff are encouraged to change their clothes daily where possible.</li> <li>• Children will wear normal school uniform. Parents are encouraged to wash this regularly.</li> <li>• In exceptional circumstances the school may provide a child with uniform</li> <li>• Children will be encouraged to wear extra layers in the winter due to windows being open around the school.</li> </ul> <p><u>Cleaning</u></p> <p><u>General Cleaning services</u></p> <ul style="list-style-type: none"> <li>• Increased general cleaning services throughout the week through Metro Clean and school staff – new guidance given to cleaners and staff</li> <li>• Fogging machine to be used regularly on a Friday in workspace and it will be used immediately in classrooms following a case of coronavirus to decontaminate the room</li> <li>• The clear desk policy at the end of the day will be adhered to, this will enable Metro clean staff to thoroughly clean surfaces at the end of the day.</li> <li>• It may be deemed necessary to wipe tables in the middle of the day – this should be carried out by the staff using the cleaning packs provided in each classroom.</li> <li>• If cleaning packs in rooms are running low, it is expected that staff ask for replacements in good time</li> <li>• Doors and windows will be propped open where possible for ventilation and so that door handles do not need to be used</li> <li>• Bins will have lids in order to contain used tissues etc</li> <li>• All computers in the ICT suite or Ipads should be cleaned with a wipe before a child uses the equipment.</li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>• Staff will open doors and windows further during playtime s and lunchtimes to allow for more ventilation, if required,</li> </ul> <p><u>Cleaning Services (Metro Clean)</u></p> <ul style="list-style-type: none"> <li>• All rooms will be ‘deep cleaned’ again during the half term and end of term holidays and maybe carried out at other times of the school year if deemed necessary.</li> <li>• Metro clean will be given guidance as to which areas are priority to be cleaned thoroughly every day.</li> <li>• Any staff may ask for an extra clean of their room if there are any concerns.</li> </ul> <p><u>Cleaning (school staff)</u></p> <ul style="list-style-type: none"> <li>• Staff working in bubbles will clean used resources throughout the day when necessary</li> <li>• Each bubble will have access to its own cleaning resources, which will be stored safely in a <b>locked cupboard</b>. Only adults will access and use them.</li> <li>• School staff will focus on cleaning in their ‘bubble’ areas.</li> <li>• Resources will not be shared between bubbles unless they have been thoroughly cleaned or/and left for 72 hours between use.</li> <li>• Each bubble is responsible for cleaning its own resources at the end of the day</li> <li>• A COVID cleaning ‘grab pack’ will be available for any non-classroom areas. This will be easily accessible so that areas can be cleaned easily if needed (after illness of child/adult with COVID symptoms). This will be stored in the First Aid Room.</li> <li>• Additional cleaning resources will be available. Staff to request these through the school office.</li> <li>• All staff will carry out general cleaning duties (in line with normal duties) throughout the day in their designated area.</li> <li>• Staff may request aprons, gloves or masks when cleaning classroom services.</li> </ul> <p><u>School Organisation</u></p> <p><u>Bubbles</u></p> <p>To limit the spread of infection, the following ‘bubbles’ will be in place at times:</p> <ul style="list-style-type: none"> <li>• EYFS Bubble – FS1 and FS2</li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>• KS1 Bubble – Y1 and Y2</li> <li>• Year 3 and 4 Bubble – Y3 and Y4</li> <li>• Year 5 and 6 bubble – Y5 and Y6</li> </ul> <p>Due to activities such as breakfast club, it will be necessary to join some bubbles. Although 2 or more classes form a breakfast club bubble, classes will be kept separate as much as possible to reduce further the number of children mixing. Resources will not be shared by different bubbles unless they have been thoroughly cleaned or quarantined for 72 hours.</p> <p>During Breakfast Club:</p> <ul style="list-style-type: none"> <li>• EYFS Bubble and KS1 bubble – FS1, FS2, Y1 and Y2 – Staff in charge - KD</li> <li>• KS2 Bubble - Y3/Y4/Y5 and Y6 – these children will be kept on a year group table as far as possible – Staff in charge – KC</li> <li>• Staff in breakfast club will wear visors at all times.</li> </ul> <p><u>Bubble staffing</u></p> <p>EYFS Bubble:</p> <ul style="list-style-type: none"> <li>• Rising 3s - GA</li> <li>• FS1 NJ/SR and KS</li> <li>• FS2 SA/SR and DN</li> </ul> <p>KS1 Bubble:</p> <ul style="list-style-type: none"> <li>• Y1 DF and LB</li> <li>• Y2 NA</li> </ul> <p>Y3 and Y4 Bubble:</p> <ul style="list-style-type: none"> <li>• Y3 GH and CP</li> <li>• Y4 MC</li> </ul> <p>Y5 and Y6 Bubble:</p> <ul style="list-style-type: none"> <li>• Y5 – CS and RT</li> <li>• Y6 – AD, DK and LT</li> </ul>	
--	--	--	---	--

			<p>Some staff (LB and RT) will need to work between bubbles due to their role. Safety measures will be applied to reduce the spread of infection.</p> <p><u>The Curriculum</u></p> <ul style="list-style-type: none"> <li>• The pupils will receive a broad and balanced curriculum and all subjects will be taught. The quality of the curriculum will remain of the highest of standard.</li> <li>• Children will be taught in their classroom, apart from PE and ICT</li> <li>• PE will take place outside as much as possible. Children in Y5 and Y6 will attend school in their PE kit on their PE day and remain in their kit for the day, as the school changing rooms are not in use. We ask parents to follow the normal school PE uniform guidance as much as possible, however, the school allows children to wear jogging bottoms and jumpers for cold weather.</li> <li>• Singing will only take place in class bubble with all children facing forward, with 2m distance and the teacher 2m away from all children. It will take place outside or in the hall.</li> <li>• Earrings and any other jewellery must be removed at home before attending school on PE day.</li> <li>• In the event of poor weather conditions, the school hall will be used for PE</li> <li>• PE equipment will be cleaned regularly or left for 72 hours to reduce the risk of any transmission</li> <li>• PE coaches will ensure hands are sanitised before and after PE lessons.</li> <li>• PE coaches will wear a mask during teaching sessions in the hall.</li> <li>• Some PE lessons and music lessons will be taught by outside providers. These visitors will be expected to follow the risk assessment, good hygiene rules and to wear a visor/face mask at all times.</li> <li>• Equipment – teachers will need to plan ahead for the use of equipment to ensure the equipment will be available when needed i.e. instruments, I pads, PE equipment</li> <li>• We will not form large gatherings of children and adults instead assemblies will be held either on power point to be delivered in the pupils’ classroom or in single class/year groups in the hall.</li> </ul> <p><u>Rooms</u></p>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>• Classes will remain in their own classroom the majority of teaching, apart from PE, music and computing.</li> <li>• Bubbles will remain in their allocated areas</li> <li>• Computing will take place in the computer suite. The computer suite will be wiped down thoroughly before use (by a member of support staff or by the children) and/or at the end of each day (Metro Clean)</li> <li>• PE will take place outside unless poor weather prevents this. In such situations the hall will be used.</li> <li>• Children will eat their lunch in the dining room or in the classroom (FS1)</li> </ul> <p><u>Resources and classroom setup</u></p> <ul style="list-style-type: none"> <li>• All necessary equipment and resources for the school to provide a broad and balanced curriculum will be returned to classrooms or accessible centrally.</li> <li>• Any unnecessary items will be removed from classrooms and stored in cupboards</li> <li>• A large amount of resources were removed from classrooms during the summer term to enable deep cleaning and reduce the amount of items that could be touched by different children. Because the prevalence of Coronavirus has now decreased, and to enable school to provide a broad and balanced curriculum, resources can now be returned to classrooms. However, we will limit the resources being returned to 'essential items' only and they must be able to be cleaned regularly.</li> <li>• Soft furnishings are not to be returned to the classroom at present.</li> <li>• Children will be provided with their own individual age-appropriate resources, where possible. The school will provide: <ul style="list-style-type: none"> <li>• individual exercise books</li> <li>• pens/pencils/rulers</li> </ul> <p>Such items will remain on the child's own individual desk or in their tray.</p> </li> <li>• Children's desks will be positioned to enable children to sit side by side and facing forward wherever possible</li> <li>• Normal classroom set up will apply in EYFS</li> </ul>	
--	--	--	--	--

			<ul style="list-style-type: none"> <li>• Staff will use their own resources where possible and not share with other adults – ie ipads, pens</li> <li>• Support staff will ‘clean down’ touched surfaces and equipment when deemed necessary.</li> <li>• If resources need to be shared between bubbles. Resources should be cleaned and/or left for 72 hours before being used. A post it-note will be placed on the equipment to ensure it is not used by other bubbles.</li> </ul> <p><u>Uniform</u></p> <ul style="list-style-type: none"> <li>• Staff and children will follow the school dress code/uniform policy and are encouraged to wash this daily</li> <li>• On their PE day the children from Year 5 and 6 will wear their PE kit to school and remain in it for the day (see information above regarding PE uniform expectations)</li> <li>• In years 1 – 4 children are provided with their own PE kit which they will change into in their classroom and will be stored on their peg in the cloak room.</li> <li>• In FS2 children will remain in their school uniform for their PE lesson.</li> <li>• Children should only bring essential items to school which include:             <ul style="list-style-type: none"> <li>○ coat</li> <li>○ Book bag containing reading book / homework book etc</li> <li>○ Lunch box/bag (if bring a packed lunch)</li> <li>○ And a named water bottle</li> </ul> </li> </ul> <p>All items will remain in their cloakroom/classroom and the pupils will be supervised when hanging up their coats and bags to minimise contact between pupils</p> <p><u>Lunch time arrangements</u></p> <ul style="list-style-type: none"> <li>• Children will remain in their bubble to eat their lunch either in the dining room or in their classroom</li> <li>• Children can either bring a packed lunch or order a hot/cold cooked meal from Dolce using the normal ordering system.</li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>• Once the children have eaten their lunch, they will be escorted to the playground by the DRA belonging to their bubble</li> <li>• To accommodate children on the playground lunch times will need to be staggered</li> </ul> <p>FS1 eat in their classroom 11:30 – 12:00 then play in the FS1 playground until 12.45pm</p> <p>FS2 eat in the dining room 11:45 – 12:15 (hexagonal tables) and then play in the FS1 playground until 12:45pm</p> <p>Yr1 and Yr 2 eat in the dining room (long tables) 12:00 - 12:20pm and then play in the KS1 playground 12:20 -12:45 pm</p> <p>Yr 3 and Y4 Play in KS1 playground 12:00 – 12: 15 and have lunch 12:15 -12:30 in the dining room (hexagonal tables)and go into the KS2 playground between 12:30 – 12: 45pm.</p> <p>Year 5 and Year 6 have lunch in the dining room. They will go out on the KS2 playground 12:00 – 12:30pm and then have lunch 12:30 – 12:45pm</p> <p><u>Playground allocations</u></p> <p>The following areas will be allocated to each bubble (see diagram at the end of the risk assessment)</p> <ul style="list-style-type: none"> <li>• FS1 – FS1 outside area</li> <li>• FS2 – FS2 outside area</li> <li>• Year 1 and Year 2 – 10:30 – 10:45 am, 2:15 – 2:30pm</li> <li>• Year 3 and 4 – 10:25 – 10:40 am, 2:00 – 2:15pm</li> <li>• Year 5 and 6 - 10:45 – 11:00 am, 2:20 – 2:35 pm</li> </ul> <p>Afternoon playtime is not essential and is at the teacher’s discretion whether they chose to use the afternoon play</p> <p><u>Use of toilets</u></p> <p>FS1 – FS1 toilets</p> <p>FS2 – FS2 toilets</p> <p>Year 1 and Year 2 – Y1 and Y2 toilets with the First aid toilet as an extra emergency toilet</p> <p>Year 3 and Year 4 – KS2 corridor toilets</p>	
--	--	--	---	--

			<p>Year 5 and Year 6 - KS2 cloakroom toilets</p> <p>Staff must only send one child at a time to the toilet If sent in larger groups they will need to be supervised by a member of staff.</p> <p>Staff <b>must</b> remind children when using the toilet to use good hygiene and wash their hands for at least 20 seconds</p> <p><u>Start and end of the school day</u></p> <ul style="list-style-type: none"> <li>• School staff will be available to direct parents at the start of the school day and will be available to supervise children at the end of the day.</li> <li>• It is encouraged that only 1 adult per family should come on to the school site.</li> <li>• Parents will be encouraged to wear a mask when on the school premises</li> <li>• Routes around the school will be clearly marked with signs and painted lines</li> </ul> <p>Teachers to be on the playground from 8:40am</p> <ul style="list-style-type: none"> <li>• Cones/markers to be out to show where classes will line up</li> <li>• Year 1 and 2 enter through the doors from the KS1 playground</li> <li>• Year 3 and 4 to enter through fire exit at the end of the KS2 corridor</li> <li>• Year 5 main corridor to dining room - playground side</li> <li>• Year 6 main corridor to dining room – car park side</li> <li>• Darren to open playground gates from 8:35am</li> <li>• Support staff in classroom – where appropriate</li> </ul> <p><u>School Times</u></p> <p>For all classes 8:45 am to 3:15pm. Children leave the school at the same entrance they come into the school.</p> <p><u>Accessing the main school reception</u></p> <ul style="list-style-type: none"> <li>• We ask that parents avoid coming to the school reception/office unless absolutely necessary.</li> <li>• Parents will be encouraged to contact the school via phone or email where possible</li> <li>• Queries will be dealt with by phone or email at <a href="mailto:ml-admin@vennacademy.org">ml-admin@vennacademy.org</a></li> </ul>	
--	--	--	---	--

			<ul style="list-style-type: none"> <li>In the school office only one family/visitor should be present in the reception area at any one time.</li> </ul> <p><b>Attendance</b></p> <p>Children and adults <b>should not</b> attend the school setting if they:</p> <ul style="list-style-type: none"> <li>have coronavirus symptoms – they should follow this guidance <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>Have tested positive in the last 7 days</li> <li>Been in contact (within the last 48 hours) with someone who has been confirmed positive as having coronavirus (Test and Trace should inform the adult of this).</li> <li>Live with someone who is displaying Coronavirus symptoms and is waiting for their test result.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>All children and adults displaying coronavirus symptoms should be tested immediately <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. The school should be informed of the results of the test as soon as the results are available.</li> <li>If a child/adult remains at home for one of the above reasons, normal absence protocol should be followed, and the school should be contacted immediately.</li> <li>Children and adults in the ‘bubble’ do not need to isolate initially. However, if the test result comes back as positive the ‘bubble’ will be informed and will then be required to isolate.</li> <li>If a child or adult subsequently develops symptoms, he/she will then isolate according to government guidance.</li> </ul>	
			<p><b>Limiting interactions between adults/children</b></p> <p><b>Social Distancing - general</b></p> <ul style="list-style-type: none"> <li>Social distancing in a school setting is difficult, however where possible it will be applied.</li> </ul>	Medium

			<ul style="list-style-type: none"> <li>• Signs to be displayed outside the school to indicate social distancing for parents, highlighting methods to drop off and collect children</li> <li>• Visitors will be kept to a minimum</li> <li>• Digital/phone methods will be used to communicate with parents, staff and governors where possible. (see virtual communication technologies below)</li> <li>• Children will <u>not</u> wear face coverings in the school building. Staff and visitors may wear them if they wish but visitors may be asked to remove them briefly to confirm identity.</li> <li>• All visitors to the school will be provided with a visor/face mask to be worn at all times whilst inside the building</li> <li>• All Venn trust employees (not working in Marshland) will be expected to wear a face mask</li> <li>• Visitors will sign in and out of the building, leaving contact details with the office so that contact can be made if required.</li> <li>• A record of all visitors will be kept in the school.</li> </ul> <p><b><u>Organisation of staff</u></b></p> <ul style="list-style-type: none"> <li>• Staff will work in bubbles as much as possible. This is more difficult for some staff who, due to their role, need to work between bubbles.</li> <li>• Where possible, only staff in a bubble will cover within their bubble.</li> <li>• A record of deployment is kept by the school (AHT) on the 'cover document'. This will enable to leadership team to be aware of staff who may have had contact with a case of coronavirus in school if one is suspected/confirmed.</li> <li>• Staff will NOT congregate on corridors and shared spaces and will follow the social distance guidelines</li> <li>• All staff will be encouraged to stay 2m apart whilst having their lunch. The ICT suite/Pupil kitchen is provided as an alternative location to eat their lunch. <b>Only 5 staff members should be in a staffroom at any one time.</b> Rooms must be well ventilated where possible.</li> <li>• FS and KS1 staff will be asked to eat in the ICT/pupil kitchen area and KS2/office staff to eat their lunch in the staff room</li> </ul>	
--	--	--	--	--

			<ul style="list-style-type: none"> <li>All staff will remind each other of the social distancing procedures – everybody together.</li> <li>Staff are encouraged to speak out if they feel that another member of staff is not following the guidance – directly to the member of staff or to SLT.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>The school will apply the following guidance  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</a></li> <li>The outside of the school will be marked clearly to display social distancing measures.</li> <li>Leaders will be visible at the start and end of the day to support parents to ensure their child is dropped off/collected safely and to follow the routines arranged.</li> </ul> <p><u>Breakfast club</u></p> <ul style="list-style-type: none"> <li>The dining room will be divided into ‘areas’. Each area and a member of staff will be allocated to a bubble</li> <li>3 areas will be needed in total to accommodate each bubble</li> <li>Children will collect their breakfast and then go directly to their allocated area.</li> <li>Children will be supported to apply social distancing whilst collecting their breakfast</li> <li>Each child will place their belongings in the cloakroom in the dining room</li> <li>Resources/equipment will be made available for children to access in their bubble. This will be rotated between bubbles on a weekly basis.</li> <li>The children should remain in their area and not go into any other area.</li> </ul>	
			<p><b><u>Staff medical assessment</u></b></p> <p>Risk assessments, where necessary, are in place for adults who have been identified as being vulnerable</p>	Medium
			<p><b><u>Personal Protective Equipment (PPE)</u></b></p>	Medium

			<p><u>Intimate care</u></p> <ul style="list-style-type: none"> <li>• 'routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves and apron)</li> </ul> <p><u>PPE - Face coverings</u></p> <ul style="list-style-type: none"> <li>• Face masks may be worn when moving around the school building by school staff</li> <li>• Children will not be expected to wear any face coverings</li> <li>• Face shields will be available to all staff and this may be worn at any time when a member of staff is working with a pupil/s at a distance less than 2m</li> <li>• Visitors must wear a visor/face mask when in the buildings.</li> <li>• Children and staff who choose to wear a face covering when coming to school must remove it before entering the school building and wash their hands once this is done.</li> <li>• School staff will advise children on how to remove the covering correctly, however parents should also educate their child on how to do this.</li> </ul> <p><a href="https://youtu.be/6PXq43OJROw">https://youtu.be/6PXq43OJROw</a></p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• Disposable face coverings will be placed directly into a lidded bin</li> <li>• Re-useable face masks should be placed by the owner immediately into their own plastic bag and placed in their bag or tray. The plastic bag should be labelled by parents prior to attending school.</li> </ul> <p><u>Other</u></p> <p>A face covering, disposable gloves and apron are available for the following situations</p> <ul style="list-style-type: none"> <li>• Child/adult displaying symptoms of coronavirus. The member of staff supporting the child should wear PPE</li> <li>• A perspex screen has been placed in the reception area</li> <li>• Gloves and aprons will be available to any member of staff when carrying out cleaning</li> <li>• PPE is provided when a member of staff is administering first aid</li> </ul>	
			<p><u>Virtual communication technologies</u></p>	<p>Medium</p>

			<ul style="list-style-type: none"> <li>• MS Teams/Zoom to be used for meetings and training where possible</li> <li>• If a child is unable to attend school due to coronavirus related issues, we will send work home to the child either through virtual means or printed copies. This will be provided within 24 hours of a parent reporting that their child is self-isolating</li> <li>• A minimum of 3 hours of live teaching in KS1 and four hours live teaching in KS2 will be offered to pupils if a bubble is closed.</li> <li>• Laptops will be provided to support pupils with home learning</li> <li>• The teacher will support using Zoom and provided work packs.</li> </ul>	
			<p><b><u>COVID-19 symptom identification and reporting</u></b></p> <p><u>Development of Coronavirus symptoms during the school day:</u></p> <p><u>Child</u></p> <p>If child present in the school setting develops coronavirus symptoms <a href="#">coronavirus (COVID-19) symptoms</a>, during the school day, the following procedure will be followed:</p> <ul style="list-style-type: none"> <li>• Removal of the child to the 'First Aid Room'</li> <li>• PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing and is unable to maintain a 2m distance</li> <li>• The child's parents/carers will be contacted to collect the child immediately</li> <li>• The child will remain in the room (if possible) until parents/carers arrive.</li> <li>• If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so using the toilet in the First Aid room.</li> <li>• Window and door in the First Aid room should be opened</li> <li>• The room will be cleaned down thoroughly by the member of staff once the child has left.</li> <li>• The child's belongings will be brought to them in the First Aid room. The child will only leave the First Aid room once ready to leave the school building.</li> </ul>	Medium

			<ul style="list-style-type: none"> <li>Once the child's parents/carer arrive he/she will be supported/guided to the front office and taken home immediately by the parent/carer.</li> <li>The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) and may go home to shower and change their clothes if they request to do so</li> <li>If the child tests positive for coronavirus, other children and staff in the child's allocated 'bubble' will be informed but the child's name will not be mentioned.</li> <li>Parents are expected to organise a test for their child, however there will be a small number of testing kits available from school in the event that a test cannot be organised.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul> <p><u>Adult</u></p> <ul style="list-style-type: none"> <li>As above.</li> <li>A discussion will be held with the adult to ascertain whether school should contact a family member/friend to collect.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>The First Aid room will be cleaned according to this guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>In the event of a positive case of Coronavirus this will be reported to the South Yorkshire Health Protection Team (HPT) <a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></li> </ul>	
			<p><b><u>Education of adults and children</u></b></p> <p>Develop understanding of the following aspects through teaching, reminders, communication</p> <ul style="list-style-type: none"> <li>handwashing practices</li> <li>Hands, face, space</li> <li>catch it, bin it, kill it</li> </ul>	

			<ul style="list-style-type: none"> <li>• Coronavirus</li> <li>• Reasons for social distancing</li> <li>• Routines for hygiene in school – regular handwashing times, ‘red’ zones, not sharing resources and why.</li> </ul> <p>All of the above will be done with care and kindness</p>	
Negative effects on Mental Health and Wellbeing		High	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Share the VENN Wellbeing policy and refer staff to the support section</li> <li>• Regular health and wellbeing checks on staff by line manager</li> <li>• Health and wellbeing check for all staff as part of appraisals</li> <li>• Wellbeing board in the staff room</li> <li>• Weekly agenda item on staff briefing and staff meeting regarding wellbeing</li> <li>• Weekly meetings for leaders with H&amp;W of staff an agenda item</li> <li>• Support from VENN HR partner, Lynsey Cook</li> </ul> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>• PSHE, Health and wellbeing resources to be shared with children through the academy website</li> <li>• The curriculum for all children will be supported by SEMH activities</li> <li>• The school will use the wellbeing resources produced by Mentally Healthy Schools</li> <li>• There will be a weekly PSHE lesson in every classroom</li> </ul>	Medium
Communication issues whilst bubbles in place		Medium	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Weekly Monday briefing through FED briefing and morning minutes to be delivered either through teams or in the hall</li> <li>• Continued drive towards a reduction in emails. Where possible information to be shared through Monday briefing in the hall.</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>• <a href="mailto:ML-admin@vennacademy.org">ML-admin@vennacademy.org</a> email address and the academy telephone number to be used by parents to communicate with teachers and school leaders</li> <li>• Twitter, academy website, text, newsletters, email and telephone calls will be used by staff to communicate with parents</li> </ul>	Low

			<ul style="list-style-type: none"> <li>Any parental concerns will be dealt with promptly, with a response made within 48 hours by the appropriate adult.</li> <li>Staff email addresses <u>will not</u> be communicated to parents</li> <li>Regular updates to parents through the school website</li> </ul>	
Decline in educational standards for children unable to attend the school setting		High	<p><b>Educational provision for children NOT able to attend school when a school bubble is closed</b></p> <ul style="list-style-type: none"> <li>Learning packs will be sent home whilst the child is unable to attend the school setting either on paper or through virtual forums</li> <li>Teachers will plan activities using the CGP books sent home with the child.</li> <li>Stationery will be provided for all children to enable them to complete lessons appropriately.</li> <li>Activities may be planned using websites such as Purple Mash, TT rockstars, Espresso, phonics play, National academy</li> <li>Children's passwords will be sent home to parents</li> <li>A minimum of 3 hours on-line support/lessons will be given to parents/pupils each day in KS1</li> <li>A minimum of 4 hours on-line support/lessons will be given to parents/pupils each day in KS2</li> <li>Laptops may be provided to help support some pupils.</li> </ul>	Medium
Safeguarding			<ul style="list-style-type: none"> <li>A weekly welfare call will be made to all children who are unable to attend the school setting</li> <li>Home visits to be made for children who cannot be contacted</li> </ul>	
<p>Information</p> <p>COVID-19 staff reminder guide  <a href="#">COVID-19 STAFF SAFETY REMINDER GUIDE</a></p>				
Head of School	Name		Signature	Date
Executive Head	Name		Signature	Date

		<b>Consequence</b>				
		What is the result of exposure to the hazard?				
		<b>1</b> Insignificant First aid only	<b>2</b> Minor Medical attention	<b>3</b> Moderate Increased medical attention	<b>4</b> Major Severe health crisis	<b>5</b> Extreme Severe injury or death
<b>Likelihood of occurrence</b>	<b>1</b> Rare	1	2	3	4	5
	<b>2</b> Unlikely	2	4	6	8	10
	<b>3</b> Possible	3	6	9	12	15
	<b>4</b> Likely	4	8	12	16	20
	<b>5</b> Almost certain	5	10	15	20	25

Legend:  Low  Medium  High