

Church Crookham Junior School

Risk Assessment from September 2021 Schools Operational Guidance & Contingency Plan (also known as an Outbreak Management Plan)

Version 7 –14/12/2021



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Writing in red is from DfE Documents.

These plans are subject to change (e.g. when DfE update documents).

Risk Assessment Context

Location / Site	Church Crookham Junior School
Activity / Procedure	September 2021 education using DfE Covid19 Operational Guidance
Assessment date	01.09.2021

Identify people at risk	YES or NO
Employees	YES
Children	YES
Parents	YES
Visitors	YES
Contractors	YES

Schools Covid19 Operational Guidance states:

We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Control Measures. You should:

1. Ensure good hygiene for everyone. (Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.)
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

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Risk Assessment: Person having Symptoms of Covid 19 & Risk of Missing Education

Identify hazard			
Risk of transmission of Covid19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Risk of harm if person with Covid19 symptoms are in school and pupils missing more education, such as if a parent(s) need to self-isolate and can't get their child to school.			
Control measures			
<ul style="list-style-type: none"> • Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine), whilst also relaying information about when not to self-isolate. (Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated, they are below the age of 18 years and 6 months, they have taken part in or are currently part of an approved COVID-19 vaccine trial, they are not able to get vaccinated for medical reasons....) • If anyone in school develops COVID-19 symptoms they will be sent home. • An unwell child awaiting collection will be isolated in a well-ventilated suitable room (or outside reception area) • Staff caring for a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • If there is more than two positive tests, the school's outbreak management plan will be initiated. • School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. • If a parent/carer insists on a pupil attending your school with symptoms, Headteacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect • Ensure staff and parents are aware of current guidance about needing to self-isolate. • Ensure remote learning (Google Classrooms) has work for children to learn at home if they need to self-isolate. • If parent(s) need to self-isolate then to encourage family to look at ways to involve family/friends to help with drop off/collection. School to contact Home to School Transport Team if other options are exhausted. 			
Actions by Whom?		Actions by When?	Date when complete
1. Ensure information in risk assessment is shared with parents via school website		02.09.2021	02.09.2021
2. Ensure information in risk assessment is shared with staff		02.09.2021	02.09.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

If a pupil [with symptom/s of Covid-19] is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible...Any rooms they use should be cleaned after they have left.

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You should maintain your capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and are facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad... reasonable adjustments so that pupils with SEND can successfully access remote education.

Risk Assessment: Personal Hygiene			
Identify hazard			
Poor hygiene and cleaning procedures could lead to Covid19 being transmitted more frequently.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Risk of transmitting Covid19.			
Control measures			
<ul style="list-style-type: none"> Frequent and thorough hand cleaning is regular practice – this can be handwashing or using hand sanitizer Pupils and staff to clean their hands when they arrive at school, when they return from breaks, after sport, when they change rooms, before and after eating and after sneezing/coughing. Sufficient handwashing facilities are available. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser. Adults and pupils are encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Tissues to be provided. 			
Actions by Whom?		Actions by When?	Date when complete
1. Staff Training as part of Inset		HT 02.09.2021	02.09.2021
2. Staff to demonstrate and support pupils		Staff with pupils 03.09.2021	10.09.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Risk Assessment: Covid from contact with surfaces, equipment and workstations			
Identify hazard			
Potential to spread COVID19 through touching items			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Transmission of Covid19			
Control measures		SEE ACTIONS	
<ul style="list-style-type: none"> Reduced clutter and removing difficult to clean items to make cleaning easier. Cleaning using standard cleaning products such as using antibacterial wipes, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, class telephones, remote controls and electronic devices. Surfaces that are frequently touched and by many people in common areas to be cleaned twice a day. Any work equipment (e.g. computers, telephones) to be cleaned by each user. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Thorough cleaning of rooms at the end of the day. 			
Actions by Whom?		Actions by When?	Date when complete
Staff Training as part of Inset		HT 02.09.2021	02.09.2021
Ensure that two allocated members of staff are organised to clean high touch points twice a day (MM & VJ)		PM/JB 02.09.2021	02.09.2021
Where resources are shared between classes, the resources are left for 3 days or cleaned		PM Staff Training 28.09.2021	28.09.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment.

Writing in red is from DfE Documents.

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Risk Assessment: Poorly ventilated spaces leading to risks of coronavirus spreading			
Identify hazard			
Poorly ventilated spaces leading to risks of coronavirus spreading			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	*Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Poor ventilation could lead to risk of Covid19 spreading.			
Control measures			
<ul style="list-style-type: none"> • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. You should balance the need for increased ventilation while maintaining a comfortable temperature. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. • Advise staff to wear face masks in corridors and areas which aren't well ventilated (from 06.12.2021) 			
Actions by Whom?		Actions by When?	Date when complete
Staff Training as part of Inset		HT 02.09.2021	02.09.2021
Identified any rooms where ventilation is poor and limit numbers of adults in the room		HT 02.09.2021	02.09.2021
When information/school receives Carbon Dioxide Testers, use these to check locations.		As school receives this.	Received Nov 2021 & in place and used to monitor levels
Having singing in classes or hall (well ventilated spaces) but no singing where children sit in a space with more than one class (such as assemblies)		HT 20.09.2021 Staff Training	28.09.2021
Information to staff to be sent out re wearing face masks		By 06.12.2021	05.12.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Rooms Identified include: Reception area, Main Office, SENCO Room, Office in Acorn Centre, Learning Zone, HT & DH Offices, Y4/5 Meeting Room.

Control Measures include: Asking visitors to wait outside reception area and Office Staff to greet visitors/parents outside. Other rooms to avoid holding meetings with more than 2/3 people present and keeping windows open for good air flow.

Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. In primary schools, we recommend that face coverings should be

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worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. See [circumstances where people are not able to wear face coverings](#) for exceptions to this. Face coverings do not need to be worn when outdoors. Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering." DfE Dec. 2021

Risk Assessment: Lateral Flow Testing for Staff			
Identify hazard			
Biological hazard from LFT & Staff being absent from school at the same time.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Lack of staff to cover classes leading to increased pressure of covering classes/children.			
Control measures		SEE ACTIONS	
<ol style="list-style-type: none"> All staff who take the tests will receive the guidance document v.1.3.2, with reminders about washing hands, safe disposal, etc. and to undertake the LFTs at home. Member of staff will record the test result on the NHS Test and Trace website and notify the Covid Coordinator of the results. If result is positive to notify HT and organise a PCR, self-isolate whilst awaiting PCR results. Record kept of: name of school, person issuing the test, date of issue, LOT number and person using the test Ensure staff undertake test on different days and night before 			
Actions by Whom?		Actions by When?	Date when complete
1. Staff asked to start LFT 3 days before starting term		HT – email all staff to notify	02.09.2021
2. Reminders about LFTs with staff.		HT – inset 02.09.2021	02.09.2021
3. Update staff on changes from 14 th Dec (see below in red)		HT – 14.12.2021	14.12.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Testing remains important in reducing the risk of transmission of infection within schools. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID19) infection. They will also need to get the PCR check if they have Covid19. Whilst awaiting PCR result, the individual should continue to self-isolate. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.

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Risk Assessment: Increased risk for those workers who are in higher risk groups (e.g. pregnancy from 28 weeks)			
Identify hazard			
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Employees			
	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Control measures			
SEE ACTIONS			
<ul style="list-style-type: none"> Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken (as required). Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can. 			
Actions by Whom?		Actions by When?	Date when complete
Information as part of Inset		HT 02.09.2021	02.09.2021
Risk Assessment to be completed for member of staff		HT 29.09.2021	29.09.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Clinically extremely vulnerable (CEV) are, advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to thin particularly carefully about additional precautions they can continue to take.

Social distancing measures have now ended in the workplace and it is now no longer necessary for the government to instruct people to work from home.

Writing in red is from DfE Documents.

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Risk Assessment: Staff Absence

Identify hazard			
Staff being absent from school at the same time leading to insufficient teachers/LSAs or DSLs being ill			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Insufficient staff:pupil ratios and therefore risk to pupils, staff having additional workload/stress of having additional pupils in school.			
Control measures			
Lateral Flow Testing – staff asked to be completed before 7.30am that day (ideally evening before) in case of positive result, in order to get cover/supply staff organised. 3 trained DSLs at school -it all 3 are self-isolating they should still be able to provide DSL support remotely. If all 3 are ill then may need to contact Hampshire for support.			
Actions by Whom?		Actions by When?	Date when complete
Request if staff are able to disclose if they would need to self-isolate as they had not had double vaccination		HT ask staff & staff requested to let HT know by 06.09.2021	20.09.2021
Check staff are aware of when to self-isolate		HT Inset 06.09.2021	02.09.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Risk Assessment: School Trips

Risk Assessment: School Trips			
Identify hazard			
Risk of transmitting Covid19, etc. during a visit			
Existing level of risk			
Consider current level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Risk of transmitting Covid19, etc. during a visit			
Control measures			
Check with location for COVID Risk Assessments and amend this as necessary – check arrangements for the day (e.g. locations for waiting, lunch etc.) and review ventilation, areas for washing hands, etc. and whether hand sanitizer should be taken for use. Transport – check whether face masks should be used by adults (unless exempt) on public transport. Review and update risk assessments to include Covid risk assessments.			
Actions by Whom?		Actions by When?	Date when complete
Review Covid risk assessments for Y5 residential trip in October 2021 – keep children in class groups, ensure good hand hygiene and ventilation		Y5 Year Leader 18.10.2021	
Remaining level of risk			
Consider level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE

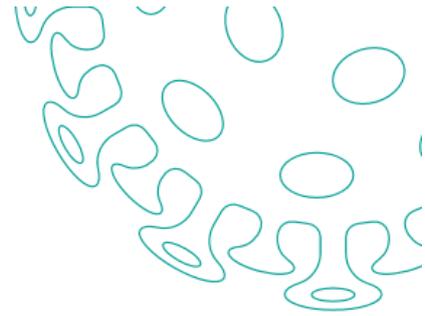
Teachers should be able to take pupils on exciting school trips that broaden their horizons. Pupils should be able to play freely in the playground and be able to take part in sports.

Writing in red is from DfE Documents.

These plans are subject to change (e.g. when DfE update documents).

Risk Assessment: After School Clubs (not Koosa Kids)			
Identify hazard			
Risk of transmission of Covid19 from out-of-school activity			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Risk of transmission			
Control measures			
To follow school risk assessments, including: -Person having symptoms of Covid10 -Personal Hygiene -Spreading Covid from contact with surfaces, equipment and workstations - Poorly ventilated spaces			
Actions by Whom?		Actions by When?	Date when complete
1. Check procedures are in place for after-school clubs		HT with each club before each one starts	10.09.2021
2. Agree possible approaches to Contingency Plan (such as if children have to move into bubbles)		HT with each club before each one starts	10.09.2021
3. Ensure parents are notified of procedures – including how/where to collect children from.		Staff running clubs - before each one starts	10.09.2021
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Risk Assessment: Christmas Performances and Parents attending			
Identify hazard			
Risk of transmission of Covid19 through Christmas Performances and having large groups of adults attending			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who might be harmed?			
Employees	Children	Contractors	Visitors and Parents/Carers
Why might they be harmed?			
Risk of transmission			
Control measures			
Reduce numbers in audience (one class at a time performing) and allowing only two tickets per family Having hall well ventilated Asking parents to enter and leave through door by hall (not travelling through corridors) Spacing out the chairs in the hall Short performances for children Asking parents to complete lateral flow tests before the visit and to wear face masks in the audience Limiting tickets to online tickets – two per person			
Actions by Whom?		Actions by When?	Date when complete
1. Set up tickets on Eventbrite		HT by 13.12.2021	14.12.2021
2.			
3.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE



Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Tie hair back
- Remove jewellery
- Check PPE in the correct size is available

- 1** Perform hand hygiene before putting on PPE.



- 2** Put on apron and tie at waist.



- 3** Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



- 4** With both hands, mould the metal strap over the bridge of your nose.



- 5** Don eye protection if required.



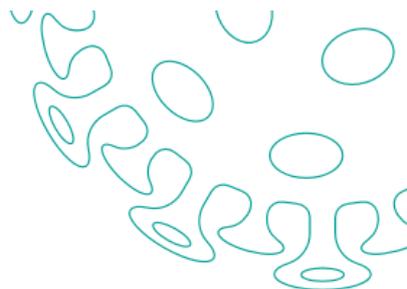
- 6** Put on gloves.



*For the PPE guide for AGPS please see:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off.
Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.
Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron.
Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



4 Remove eye protection if worn.
Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed.
Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.



7 Clean hands with soap and water.



*For the PPE guide for AGPS please see:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Church Crookham Junior School Contingency Plan (Outbreak Management Plan)

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. The Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or by contacting the Local Authority, as required.

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning and prepare/update risk assessments.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups

➤ Face coverings for staff and visitors (unless exempt), for example, at start/end of the school day

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for vulnerable pupils and children of critical workers, as outlined in DfE guidance/information.

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy.

The school will continue to provide meals, via online lunch vouchers, for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

Outbreak Management Plan

Stage 1: Implemented on 06.10.2021

1. There are additional measures we are actioning, without returning to 'Bubbles':
2. Medical room area will be in Year Groups
2. No singing in assembly (already implemented but sometimes children sing quietly to songs as they come in)
3. Children sat in assembly in class areas and not clustered together in rows, as well as ensuring having good ventilation
4. Choirs (like Young Voices) practising in well ventilated areas (or outside) and singing quietly (to ensure aerosol spray from singing is less as this is proven when people do not project voice)
5. In the dinner hall - splitting hall in half and getting children to sit in Year Group areas and having two points for throwing away rubbish/stacking trays
6. Dividing the playground back into Year Group Areas
7. Ensuring resources shared between classes are wiped or left for 3 days. This means reading books to go into trays and not being returned to the shelves straight away.
8. Staff being vigilant and cleaning class telephones between using (so if LSAs and teachers are using the same phone they are clean) and that computers, etc. are wiped between staff accessing them
9. Staff returning to maintaining some distance between each other (most have been doing this).
10. Additional cleaning of high touch points (was in place but stepped up)
11. Ensuring children and staff wash hands regularly (which was already in place but this has been stepped up)
12. Change events like 'Fantastic Friday' (where children mix across all classes for a range of activities) to 'Fabulous Friday' where children remain in their own classes.
13. Ask parents to test pupils using lateral flow tests twice weekly

Stage 2: (as for Stage 1 and)

1. Reduce visitors
2. Review clubs so children are in Year Group 'Bubbles'
3. Staffing to be back in 'Bubbles'
4. Ask staff to work from home, where possible

5. Ask Office Staff to work on rota (one member of staff at home another at school on alternate weeks)
6. Discuss with Koosa Kids (after school care) to have 'Bubbles' for year groups

Stage 3 (as for stages 1 and 2) and:

1. Stop residential and day trips
2. Look to put children in class bubbles, where cases are high and increasing across school
3. Ask parents to wait at school gates and for Year 3 to drop off, using a one-way system
4. Staff and parents asked to wear masks when meeting (e.g. outside)

- DfE Document References

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Pam's Ref. No.	DFE Document References	Date
1	Schools Covid19 Operational Guidance	Dec 2021
2	What parents and carers need to know about early years providers, schools and colleges	17 August 2021
3	COVID19: Advice for Pregnant Employees	20 July 2021
4	Health and Safety: Responsibilities and Duties for Schools	19 July 2021
5	Actions for out of school settings	17 August 2021
6	Contingency Framework: Education and Childcare Settings	August 2021
7	Guidance on protecting people who are clinically extremely vulnerable from COVID-19	11 August 2021`

Monitoring of Risk Assessment and Updates	
Version 1 01.09.2021	Reviewed and updated actions on 02.09.2021 & added in a section around safeguarding re DSLs availability, following webinar led by Hampshire.
Version 2 02.09.2021	Updated actions
Version 3 10.09.2021	Updated actions
Version 4 27.09.2021	Up until 27.09.2021 there had been isolated cases. From 27.09.2021 5 cases in one class, 3 cases in one class and 3 cases in another class. Spoke to DfE you advised sending out additional letter to parents (action completed on 27.09.2021) and considering procedures for singing, ventilation, exercise inside and stopping assemblies (if appropriate). Actions taken: <ul style="list-style-type: none"> • No singing in assemblies • Assemblies in year groups and sitting children in classes and checking ventilation • Review later in week if cases at school continue to rise
Version 5 06.10.2021	Included details of the Outbreak Management Plan (stage one was implemented on 06.10.2021)
Version 6 10.12.2021	Added risk assesment for Christmas Performances and for staff to wear face masks in communal areas.
Version 7 6.12.2021	Reviewed Contingency Plan in case of changes for January 2022.