

Roe Green Junior: Risk Assessment Partial closure January 2021 and March 8th 2021 Full Opening

- > **Red:** this measure cannot be put in place in our school at any time
- > **Amber:** this measure can be put in place, but not in time for when we have been asked to reopen
- > **Green:** this measure is in place, or can be in place for when we have been asked to reopen

RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation we shall monitor and follow government guidance given in the web links provided Lockdown from January 4 th as required by Government guidance. Full opening from March 8 th 2021 as required by Government guidance		
Establishment: Roe Green Junior School, Kingsbury NW9 9JL	Assessment by: Melissa Loosemore, Headteacher and Senior Leadership team.	Date: January 4th 2021 Date; March 8 th 2021
Risk assessment number/ref: RA-003	Headteacher Approval: Chair of Governors Approval: Vijay Assani Agreed by all Governors.	Date: January 4 th 2021 Date: Thursday 25 th February
Date of review: Ongoing over this period of huge change. Consideration after every new intake, after change of personnel or process, legislation or Government advice or an incident, time lapse	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment?	

HAZARD	CONTROLS PREVIOUSLY IN PLACE	CHANGES DURING NATIONAL LOCKDOWN AND FULL OPENING	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<p>letter from the local health protection team) all close contacts to self-isolate for 10 days from the day they were last in close contact</p> <p>If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 				

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	<p>metres for more than 15 minutes) with an infected person</p> <ul style="list-style-type: none"> • Travelling in a small car with an infected person 				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • The protocols for minimising adult to adult contact (see Daily Routine) • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone wearing any sort of face covering when arriving to school will</p>	<ul style="list-style-type: none"> • School start and end times Critical workers and Vulnerable children 09.15-14.15. Previous timings will continue for the whole school; Year 3 and 6 – 08.30-15.15. Year 4 and 5 – 08.45-15.30 • Face coverings During National lockdown, staff will wear visors or masks when moving around the school. Adults can wear face masks in the classroom and around the school. Visitors must wear face coverings. 	<p>HT</p> <p>All staff</p>	<p>In place</p>	<p>To avoid crossovers, Infant and Junior schools have ¼ hour phased entry and closure</p> <p>Signage, barriers and repainting the zebra crossing outside school has been organised by Brent.</p>

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	<p>wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing is not possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. Once they have arrived at their destination and need to take the covering off, they will follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that is unsafe to wear.</p> <p>In local restriction tiers 2 (high alert), 3 (very high alert) and 4 (stay at home), and during national lockdown: Everyone will be asked to keep on or put on a face covering when arriving at school and moving to their classroom or office, unless they're exempt from wearing one. Everyone will also be asked to wear a face covering whenever they're moving around indoors in places where social distancing is difficult to maintain, such</p>		<p>All staff , collective responsibility</p> <p>W.O. P.A. S.S. D.C</p>		<p>Extra PPE kept in store cupboard. D.C. to monitor stocks for re-ordering</p>

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	<p>as in corridors. Once they have arrived at their destination they can take their covering off.</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If they're using disposable face coverings, these will be put in a covered bin. They'll also be asked to wash their hands after removing the covering.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that is unsafe to wear.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities are provided in every classroom, toilet and staff facility. Sanitising stations are located at every entrance.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing 		<p>All staff and children</p>	<p>In place</p>	

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	<p>or coughing</p> <ul style="list-style-type: none"> • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>		DC and cleaning company		Flip top bins in all rooms.
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables 	Lunchtime session 11.45-1.15 Cleaning done during lunchtime	Lunchtime and after school cleaning company	In place	

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	<ul style="list-style-type: none"> • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at</p>		Cleaning company		<p>Some items eg computer stations and laptops/iPads, will be cleaned by school staff.</p> <p>Desks will be cleaned during the day by the children and at the end of the day by the cleaning company.</p> <p>Children will use sanitiser and paper towels before play (see daily plan)</p> <p>All children will have own stationery which is kept in school.</p>

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	<p>lunchtime and at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it does not contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining</p>		<p>SEND leader and W.O</p> <p>Cleaning company</p>		<p>Appropriate cleaning materials and PPE will be provided.</p> <p>Each Pod will have it's own set of PE equipment</p>

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	<p>areas, will be cleaned between different pods are using them, however timetabling is designed to avoid this scenario.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils will be kept to their class groups within a Pod.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing</p>	<ul style="list-style-type: none"> • Pupil groups – Critical worker and Vulnerable children will use; <ul style="list-style-type: none"> ○ additional space to reduced pupil numbers to maximise the spacing between pupils and between staff and other people ○ Limit the sharing of rooms and shared spaces between groups • If there are insufficient staff during national lockdown to implement these protective measures, our local health protection team will be contacted for advice. We may be 	<p>Pod staff</p>	<p>In place</p>	<p>Room 12, 14 and Music room to enable use of computers for CW and V children to work alongside classmates who are remote learning.</p>

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	<p>instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment will not be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>If we are in local restriction tiers 3 or 4, or during national lockdown: We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment</p>	<p>told to temporarily stop on-site provision, then inform the local authority (LA) and discuss alternative arrangements for your vulnerable children and children of critical workers</p> <ul style="list-style-type: none"> • Music, dance and drama – We will not host any performances with an audience • Team sports – will be offering this in groups of KW and V children in groups of less than 10. 	<p>Brent Music service P.E. leader to organise Pod staff to implement</p>		<p>BMS Music lessons and guitar lessons provided remotely.</p> <p>Some P.E. and Music lessons provided virtually through P.E.Hub and Oak Academy</p>

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	<p>and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we will use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is not possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>	<p>These interventions will be conducted remotely where possible.</p>			

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	<p>These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>During national lockdown: If we do not have enough staff to implement the necessary protective measures around groups, we will speak to the local health protection team for advice. If we are told we need to temporarily stop on-site provision, we will inform our LA and discuss alternative arrangements for vulnerable children and children of critical workers.</p>				
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>As far as possible, the same staff will be assigned to the same group each day.</p> <p>PPA teachers will be timetabled for whole day sessions with each year group.</p> <p>Staff and visitors will wear face coverings in areas of the school where social distancing is not possible, such as in staffrooms. They will be asked to keep on or put on a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. They will be given clear instructions about how to put</p>	<p>Pod teachers and LSAs will teach remotely for children at home except for those supporting children on site e.g. Critical workers or vulnerable children.</p>	<p>SMSAs will have lunchtime rota to enable staff to have break.</p> <p>They will wear visors, gloves and aprons.</p> <p>All staff and children</p>		<p>Back playground used for break times.</p>

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	<p>on, remove and store/dispose of face coverings safely.</p> <p>Toilet use will be managed to avoid crowding. Staff use of staff rooms and offices will be staggered to limit occupancy. Numbers are signposted on the doors.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>During national lockdown free school meal (FSM) vouchers will be posted out to families</p> <p>During national lockdown: educational visits will not take place.</p>	<ul style="list-style-type: none"> • Free school meals (FSM) Edenred will be providing vouchers for FSM. School lunches will be provided as usual from 8th March • Educational visits – these should not take place 	IT and PA personel		Vouchers sent by post every two weeks.
Spreading infection due to the school environment	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire</p>	<ul style="list-style-type: none"> ○ Fire safety and drills Checks will be made on; ○ All fire doors are operational at all times ○ Fire alarm system and emergency lights have been tested and are fully operational 	SS and DS HTs and SS	Daily checks of the premises will be carried out by the SS. Contractor checks will be carried out according to contract dates unless there is	In the case of an emergency, contractors will be contacted and works carried out when children and staff are not on site, or are at a safe distance. Trained Fire warden and First Aid officers

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	<p>doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply Opening windows Propping open internal and external doors, where fire safety and safeguarding would not be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Providing flexibility to allow additional, suitable indoor clothing Increasing the level of ventilation 	<ul style="list-style-type: none"> Emergency drills will take place as normal 	<p>All Staff</p> <p>SS and school staff</p>	<p>an emergency</p>	<p>present every day. Building Compliance Register in place</p> <p>Collaboration with the Infant school to decide on a date for drill.</p> <p>Lesson planning has taken into account that it is safer to use outside space.</p> <p>The new heating system responds to the outside temperature and TVRs will regulate classroom temperatures.</p> <p>Parents have been asked to provide extra layers of warm clothing</p>

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	<p>while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>		<p>S.S.</p> <p>S.S.</p> <p>All staff</p>		<p>if necessary.</p> <p>Emptied daily and contents disposed of according to decontamination guidelines</p>
<p>Spreading infection due to excessive contact and mixing in meetings</p>	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this is not possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p> <p>If social distancing is not possible, the meeting should be set up so that they individuals are facing side by side and</p>		<p>HT/ DH/ SLT/ SEND leader</p>		<p>Feedback from reports could be virtually or email.</p> <p>Annual reviews are conducted via video conferencing</p>

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	<p>no longer than 15 minutes in a well ventilated room.</p> <p>Visitors from outside agencies should provide Risk Assessments specifically designed by their departments.</p> <p>These visitors will be required to complete the Visitor Covid- 19 questionnaire, e.g. Educational psychologists, visitors from BOAT, Brent Music Service, Occupational therapy service.</p> <p>Contractors on site will be referred to the Site Supervisor and be required to produce their Risk Assessments and complete the Covid – 19 Questionnaire.</p>				
<p>Individuals vulnerable to serious infection coming into school</p>	<p>If our school is in local restriction tier 1 or 2: Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. For staff who are otherwise at risk (e.g. BAME staff), we will consider putting specific protective</p> <p>In tier 3: If the government introduces additional shielding measures, it will contact individuals if they need to shield. Staff who have received a shielding letter from the government or been advised to stay at home by their</p>	<ul style="list-style-type: none"> • Clinically extremely vulnerable staff – staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can. Further shielding letters have been sent regarding no return to work until 31st March 2021. • Clinically vulnerable staff – should come into school, if they cannot work from home. If in school, they should: <ul style="list-style-type: none"> ○ Where possible, 	<p>HT and C.E.V. members of staff</p>		<p>Individual Staff questionnaires re-distributed in September 2020.</p> <p>Staff questionnaire has identified those who are extremely vulnerable and those who are shielding.</p> <p>1;1 conversations have been held and measures put in place</p>

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	<p>GP/clinician will not come into school if possible. If staff who are in the clinically extremely vulnerable category cannot work from home, we will carry out an individual risk assessment to determine whether they can work safely in school by taking an alternative role or changing working patterns.</p> <p>In tier 4 or during national lockdown: Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school, and instead will work from home if they can.</p> <p>Clinically vulnerable staff will come into school if they cannot work from home. If in school, they will:</p> <ul style="list-style-type: none"> ○ Where possible, maintain 2-metre distance from others ○ Avoid close face-to-face contact and minimise time spent within 1 metre of others <p>Staff that live with someone who is extremely clinically vulnerable or clinically vulnerable will come into school if they cannot work from home and will follow good prevention practices.</p> <p>Staff who are pregnant will work from home where possible. If home working is not possible, we will follow the</p>	<p>maintain 2-metre distance from others</p> <ul style="list-style-type: none"> ○ Avoid close face-to-face contact and minimise time spent within 1 metre of others <ul style="list-style-type: none"> ● Staff that live with someone that is clinically extremely vulnerable or clinically vulnerable – can come into school if they cannot work from home, but should ensure they maintain good prevention (e.g. hygiene) practice ● Pregnant staff – should work from home where possible. If home working is not possible, follow the guidance for pregnant staff that applies to all tiers (see latest guidance) https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees. ● Staff who may be otherwise at increased risk of coronavirus - can come into school, if they cannot work from home. Staff that live with those at increased risk should also come into school if they cannot work from home 			<p>to support staff. This includes a compassionate approach to those who are people of colour, childcare situations and travel.</p> <p>Remote teaching in place for all teachers and LSAs.</p> <p>Other members of support staff are working from home where possible or reduced hours in place.</p> <p>This prevents unnecessary on site attendance.</p>

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	<p>guidance for pregnant staff in all tiers (below).</p> <p>In tiers 1, 2, 3 or 4: We will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>				