

Roe Green Junior: Risk Assessment January 2022 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

This Risk Assessment follows the DFE guidance for Step 4 Full opening,

www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for_Omicron_-_29_Nov.pdf
Latest guidance November 2021

Establishment: Roe Green Junior School, Kingsbury NW9 9JL	Assessment by: Melissa Loosemore, Headteacher and Senior Leadership team, NEU representative	Date: September 1st 2021 Date: September 9 th
Risk assessment number/ref: RA-005	Chair of Governors Approval: Vijay Assani, Agreed by all Governors.	Date: October 2021 Date: January 2022

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>needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> If a distance of 2 metres cannot be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs</p>	fulfilled.	<p>W.O.</p> <p>All staff</p> <p>IT manager</p>		<p>All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test.</p> <p>PPE received from Brent. Further items ordered and stored for future use.</p> <p>Further LFTs can be ordered through DFE</p> <p>See decontamination guidance.</p>

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	<p>advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template 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 5 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>Attendance is mandatory for all pupils of compulsory school age. In some circumstances, a child may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>	<p>IT and PA personnel</p>		<p>Home testing kits available to re-order</p> <p>Continue to make available to staff.</p> <p>DfE's 'online attendance form daily return' New format</p> <p>Still in place PP completes</p> <p>Contingency Management plan in place for outbreaks of more than 5.</p>

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<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 • 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.</p> <p>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</p>	<ul style="list-style-type: none"> • School start and end times 08.45 – 15.30 <p>Children will be receiving 'Bikeability training' Received in Year 6</p> <p>Cycle helmets will be strongly recommended.</p> <ul style="list-style-type: none"> • Face coverings During National lockdown, staff will wear facemasks/visors when moving around the school. Present situation staff can wear visors/masks in crowded adult areas or whole school assemblies. We shall resume Assemblies virtually other than class assemblies At other times, staff may wear visors/masks if working 1:1 with a child with Special Needs. 	<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>Infants will be using Large black gates for entering and leaving</p> <p>Signage, barriers and repainting the zebra crossing outside school has been organised by Brent.</p>

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	<p>distancing is difficult to maintain, such 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>If a child with Special Needs is prone to spitting, a mask may be worn.</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 if needed.</p>
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities are provided in every classroom, toilet and staff facility.</p> <p>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 	<p>Sanitiser only used when entering dinner hall.</p> <p>Sanitising and hand washing routines return</p> <p>Hand washing on entering building/classroom</p>	<p>All staff and children</p>	<p>In place</p>	<p>SMSAs will sanitise hands.</p>

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	<p>guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands</p> <ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • 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. 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>	<p>Parents Pinged to remind about hygiene routines 24/11/21</p>	<p>DC and cleaning company</p>		<p>No change</p> <p>Flip top bins in all rooms.</p>

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<p>Spreading infection through contact with coronavirus on surfaces</p>	<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 • 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</p>	<p>Lunchtime session 12.05-1.15</p> <p>Dining Hall screens have been removed and Year groups will filter in according to available space</p> <p>Cleaning done during lunchtime 11.45-13.15</p> <p>Guidance in place https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance As per guidance 11/21</p>	<p>Lunchtime and after school cleaning company</p> <p>Cleaning company</p>	<p>In place</p>	<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>Desks cleaned at the end of the day</p> <p>Children will wash hands when entering the classroom and sanitise at lunchtime</p> <p>All children will have</p>

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	<p>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 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</p>		SEND leader and W.O		<p>own stationery.</p> <p>Appropriate cleaning materials and PPE will be provided.</p>

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	<p>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>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>		Cleaning company		
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<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>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing 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>Pupils will be seated in groups</p> <ul style="list-style-type: none"> • See BMS Risk Assessment. The music teacher will continue to visit classrooms. No change <p>Assemblies will be virtual except for class assemblies. This will be reviewed on a weekly basis.</p> <p>Class assemblies live streamed to school other than attached year group who will be the audience.</p>	Pod staff	In place	

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	<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 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>Brent Music service</p> <p>P.E. leader to organise</p>		<p>BMS Music lessons and guitar lessons provided remotely, if needed</p> <p>Some P.E. and Music lessons provided virtually through P.E.Hub and Oak Academy</p>

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	<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. 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</p>	<p>Mixing of Year groups is now possible. Staff will be able to teach in different year groups. SEMH staff will be able to support in any year group.</p> <p>No change</p> <p>These interventions will be conducted remotely where possible.</p>			

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	<p>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>Latest Guidance /www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for Omicron - 29 Nov.pdf</p> <p>Education settings are not undertaking contact tracing. Close contacts will now be identified via NHS Test and Trace. o All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test.</p>	<p>All staff and children</p>		

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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 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 	<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 <ul style="list-style-type: none"> • No change <ul style="list-style-type: none"> • Emergency drills will take place as normal • No change <ul style="list-style-type: none"> • CO2 monitors will be provided by DFE during Autumn 21. A conversation will be held with Infant Headteacher and Site manager to identify areas which might have poor air flow. <p>In place on rota basis</p>	<p>SS and DS</p> <p>HTs and SS</p> <p>All Staff</p>	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 an emergency	<p>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.</p> <p>Trained Fire warden and First Aid officers present every day.</p> <p>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</p>

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	<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 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 • 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>Rooms should be kept at a comfortable temperature.</p> <p>Heating system has been checked to make sure that it is working properly.</p> <p>CO2 monitors in place and rotated between rooms.</p>	<p>SS and school staff</p> <p>S.S.</p> <p>S.S.</p> <p>All staff</p>		<p>the outside temperature and TVRs will regulate classroom temperatures.</p> <p>Parents have been asked to provide extra layers of warm clothing if necessary.</p> <p>Emptied daily and contents disposed of according to decontamination guidelines</p>

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<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 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>Parent Consultation evenings may be held either in person or virtually for the Autumn term. This will be reconsidered for the Spring Term consultations, according to the data.</p> <p>Arrangements for Spring term consultations will be considered nearer the time.</p> <p>Meetings can be held as normal, taking into consideration numbers and anxiety of some staff and local data concerning cases of Covid-19.</p> <p>Masks may be worn if numbers are large.</p> <p>Meetings will be held virtually or in rooms where social distancing and ventilation is possible.</p> <p>Masks may be worn.</p> <p>No change</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 or in person</p>

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<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 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"> • 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, maintain 2-metre distance from others ○ Avoid close face-to-face contact and minimise time spent within 1 metre of others • 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) www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 	<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>Updated staff RA coming from HR</p> <p>1;1 conversations have been held and measures put in place to support staff. This includes a compassionate approach to those who are people of colour, childcare situations and travel.</p> <p>This will continue once new RAs are in place.</p> <p>Remote teaching in place for all teachers and LSAs.</p> <p>Other members of support staff are</p>

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	<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 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</p>	<p>employees.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for Omnicron - 29 Nov.pdf</p> <ul style="list-style-type: none"> • Staff who may be otherwise at increased risk of coronavirus – are expected 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>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Pregnant staff can continue to attend the workplace unless there are underlying conditions</p> <p>See new guidance for Pregnancy.</p> <p>Policy in place, which is discussed with pregnant staff member.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1036663/Schools_guidance_update_for Omnicron - 29 Nov.pdf</p>			<p>working from home where possible or reduced hours in place.</p> <p>This prevents unnecessary on site attendance.</p>

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Children missing in education	extremely vulnerable and offered further flexibility to work from home in a different capacity.	More focus on absence from OFSTED. EWO service to follow up attendance. Daily online attendance form in place.	W.O.		