

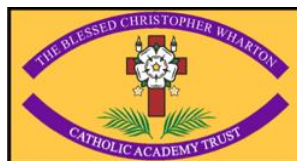
BCWCAT Risk assessment - Full Opening of School (September 2020)

School name: St Matthew's Catholic Primary

Assessment carried out by: Katy Cox

Date of next review: 11/9/2020

Date assessment was carried out: 13/7/2020 Updated 1/9/2020 & 11/9/2020 & 2/11/2020 & 6/1/2021 & 4/2/21 & 25/2/2021



Activity: Full opening from September 2020 (COVID-19)										
Standard of dress for activity (if relevant)			PPE required: Disposable Gloves, Aprons, Face masks, Goggles*				Other equipment used during activity: Cleaning equipment + bleach-based household cleaning products			
Persons exposed (please tick):		Employees	<input checked="" type="checkbox"/>	Students	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>	Expectant Mothers
Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.										
Physical Injury Hazards			Physical Agents and Hazardous Substances				Miscellaneous			
Hit by moving vehicles			Hazardous substances		<input checked="" type="checkbox"/>	Display Screen Equipment				
Contact with moving part of a machine			Micro organisms		<input checked="" type="checkbox"/>	Hot work/fire hazards		<input checked="" type="checkbox"/>		
Hit by moving materials/substances i.e. water			Ionising radiation			Vibration				
Fall(s) from height			Noise			Restricted access				
Slips, trips and falls from the same level			Pressure systems			Manual handling				
Contact with/ use of live electrical equipment			Ultraviolet light			Lone working				
Contact with cold objects			Lasers			Confined spaces				
Contact with hot objects			Flammable liquid/solids			Waste produced by activity		<input checked="" type="checkbox"/>		
Contact with sharp objects			Extremes of Temperature			Stress		<input checked="" type="checkbox"/>		
Impact with objects						Posture				
Physical attack						Unauthorised entrance to site		<input checked="" type="checkbox"/>		
Finger “nips”										
Danger to others from failure of Students/ parents to comply with safety instructions from staff		<input checked="" type="checkbox"/>								

RISK MATRIX				
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	What are the hazards?	Who might be harmed and how?	Risk rating prior to action (H/M/L)	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Residual risk rating (H/M/L)	Done
A)	Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'	Children/ pupils/ Staff/ Others 1) Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects, whenever community transmission rates are high;	H	<ol style="list-style-type: none"> Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions may still need to work from home to comply with clinical and/or public health advice; Where staff or students who no longer need to shield (from 1st August) are welcomed back into school, social distancing measure should be adhered to where possible, and increased hygiene measured followed – more frequent hand washing, respiratory hygiene, and enhanced cleaning of surfaces; 	<ol style="list-style-type: none"> Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; When school is informed of a rise in community transmission rates to high, students or staff who have been advised to shield will be sent home and asked to work from home until notified it is safe to return; 	KC	3/9/20	H	
B)	Persons entering site with COVID19 symptoms	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School/ Nursery community.	H	<ol style="list-style-type: none"> Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household; School and Nursery settings do not need to take student's temperatures every morning. <p>School to inform the local PHE Health Protection Team if you have a number of unconfirmed cases.</p>	<ol style="list-style-type: none"> Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 14 days (including siblings) from when the symptomatic persons first had symptoms. Remind staff, students and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia) 	KC	3/9/20	M	

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					<p>3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person.</p> <p>Inform Parents they must inform you immediately of the test results, so you can take appropriate action.</p> <p>Lateral flow testing for staff rolled out with staff opting in or out; Lateral Flow testing coordinator designated. Staff to follow instructions for testing and outcome of LFT.</p> <p>Staff vaccinations underway in line with priority groups.</p>	KC	8/2/21 25/2/21		
C)	<p>COVID19 virus being accidentally brought onto the site.</p>	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School Nursery community; Some BAME Students & staff members are statistically at higher risk.</p>	H	<ol style="list-style-type: none"> 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach; 3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents; 	<ol style="list-style-type: none"> 1. Where settings can, keep students & staff in those small groups and maximise social distancing this will be planned; Class groups Year groups Key Stage groups in this order, they should do Brief, transitory contact, such as passing in a corridor is low risk; 2. Reduce the number of contacts between students and staff, by keeping groups separate, and maintaining social distancing; 3. Designate groups that do not mix wherever possible to prevent potential spread; 4. Determine which lessons or classroom activities can take place outdoors; 	KC	<p>Plan in place 13/7/20</p> <p>To be approved by Govs on 16/7/20</p> <p>Plan implemented from 3/9/20</p>	M	

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				<ol style="list-style-type: none"> 4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times); 5. In the School Nursery Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind OR use barrier screens whilst dealing with staff; 6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage will continue to apply, using these to group children into smaller groups; 7. Look to rearrange desks within classrooms to forward facing and maximum distancing; 8. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact 9. Ensure that the same teacher(s) whenever possible, and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; 10. Minimise the number of contacts that a student has during the school day; 11. Staff must maintain distance from students and other staff as much as possible, including staying at the front of class and keeping 2m away from colleagues and 	<ol style="list-style-type: none"> 5. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or Nursery building; 6. Keep small groups of students together throughout the day whenever possible and try to avoid larger groups of students mixing; <ol style="list-style-type: none"> a. Keep students in the same small groups each day, wherever possible, and different groups are not mixed, wherever possible; b. Equipment that is used, is appropriately cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used; c. Remind students to maintain distancing and not touch staff or their peers; 7. All equipment used between groups to be meticulously cleaned between groups, or rotated and left for 72 hours between use by different groups; 8. Outdoor play equipment to be more frequently cleaned 9. Bins for tissues are emptied throughout the day. 10. On notification of a positive result and in collaboration with PHE Health Protection 				

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				<p>minimising time spent within 1 metre of anyone;</p> <p>12. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating students at the same desk each day Different groups must not play sports or games together;</p> <p>13. Wearing a face covering or face mask in schools or other education settings is not recommended by Government;</p> <p>14. If a child, young person or student becomes unwell with symptoms of coronavirus while in their school or Nursery setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p> <p>15. Whilst awaiting collection students should be isolated in a designated room, behind a</p>	<p>Team, pre-planned actions to be swiftly instigated.</p> <p>a) Inform all in close contact to self-isolate for 14 days from last contact with individual, to go home;</p> <p>b) Instigate enhanced cleaning regime in all potentially contaminated areas;</p> <p>c) Consider the need to close more of the school site as directed by PHE to manage confirmed cases in the community and revert to home learning plans;</p> <p>d) Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school/Nursery;</p> <p>9. Arrange for areas around the pupils with symptoms to be cleaned with normal household disinfectant after the student has left to reduce the risk of spreading the infection on to other people;</p> <p>10. Encourage regular hand washing by pupils and staff, on arrival, when they return from breaks, when they change rooms and before and after eating.</p> <p>11. Document the schools planned enhanced cleaning schedule and make it available to all staff;</p>		<p>Plan implemented on 2/9/2020</p>		

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				<p>closed door with the window open, and appropriate adult supervision;</p> <p>16. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so;</p> <p>17. Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested;</p> <p>18. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>19. Ensure adequate supervision of use of hand sanitiser to prevent ingestion; Skin friendly skin cleaning wipes can be used as an alternative for small children and students with complex needs.</p> <p>20. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell</p> <p>21. Ensure that all adults and students are aware to:</p> <p>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</p>	<p>a) include more frequent cleaning of rooms or shared areas that are used by different groups;</p> <p>b) Frequently touched surfaces</p> <p>c) Toilet areas used by different groups, or with a high usage;</p> <p>Inform staff and parents that they must follow local government restrictions and national restrictions</p> <p>Staff to wear face coverings in communal areas where social distancing cannot be observed, e.g. small staff room, staff toilets, corridors</p> <p>Lunchtime supervisors to wear masks when supervising in hall to avoid close contact when cutting food, etc.</p> <p>Parents / carers asked to wear face coverings when on school site and in reception area, with only one person or family in main entrance at once</p> <p>Essential visitors to school to adhere to guidelines and wear face coverings.</p> <p>Essential meetings must take place in large rooms, with 2m social distancing and sanitisation facilities. Where meetings take place in rooms</p>	<p>KC</p>	<p>Plan implemented on 11/9/20</p>		

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				<ul style="list-style-type: none"> b. Clean their hands on arrival at the School or Nursery, before and after eating, and after sneezing or coughing; c. Encouraged not to touch their mouth, eyes and nose; d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); e. Ensure that help is available for Students who have trouble cleaning their hands independently; <p>22. Maximise natural & mechanical ventilation throughout the school/Nursery setting.</p> <p>23. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas.</p> <p>24. Accessing Classrooms directly from outside where possible Provide local signage at the School;</p> <p>25. Stagger the following activities so that all students are not moving around the school/nursery at the same time:</p> <ul style="list-style-type: none"> a. Assemblies and limit to one group; b. Break times including lunch. Dining areas must be cleaned between groups; c. Drop-off & collection times; d. Implement one-way circulation, or place a divider down the middle of the corridor 	<p>frequented by staff and pupils, these must only take place after pupils and the majority of staff have left the building.</p> <p>Staff swapping bubbles must be out of class for 72 hours</p> <p>Start and finish times, breaktime and lunchtime altered for new lockdown grouping and implemented</p> <p>Lockdown 3: Following risk assessment of individual classrooms for social distancing and staffing ratios, class bubble sizes will be restricted to the following:</p> <p>F1: 5 am and 5 pm F2: 10 Y1: 9 Y2 – Y6: 12</p> <p>Restricted numbers include children with EHCPs who will receive priority. Individual risk assessments will apply for children who do not have EHCPs but require 1-1 adult support. Only if staff ratios allow, will places be offered to these children.</p> <p>If required places exceed the number of places offered, a waiting list will be maintained.</p>		<p>2/11/20</p> <p>6/1/21</p>		

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				<p>to keep groups apart as they move through the School/Nurse setting where spaces are accessed by corridors;</p> <p>e. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time;</p> <p>26. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures;</p> <p>27. Parents/ Carers notified that if their child needs to be accompanied to the School/Nurse setting, only one parent/ carer should attend;</p> <p>28. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>29. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</p> <p>30. Stagger the use of staff rooms and offices to limit occupancy to maintain social</p>	<p>Drop off and collection times altered and implemented for safe and swift entry and exit onto site, and for staff well-being.</p> <p>Continuation of the actions needed to control risks from September and November 2020.</p> <p>FSM children at home offered weekly food bags to be collected from school. FSM children receiving vouchers</p> <p>Only staff who have been vaccinated may swap bubbles without 72 hour non-class time</p>		<p>18/1/21</p> <p>25/2/21</p>		

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				distancing. Remind staff to maintain social distancing in WC's e.g. one person in at a time, layout of spaces to be adjusted to encourage social distancing; 31. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19; 32. Minimise the amount of shared resources taken home off the School/Nursery site & limit exchange of take-home resources between Students and staff; 33. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Reception, Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment can & must be cleaned in between users; 34. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.					
D)	Transport & journeys to/ from School	Children/ pupils/ Staff/ Others Transmission of COVID19 to the School/ Nursery community;	M	1. School Leaders encourages students to walk or cycle to their school/nursery where possible; 2. School Leaders will ensure that transport arrangements cater for any changes to start and finish times; 3. School Leaders will get written assurance that transport providers do not work if they	1. School/Nursery Minibuses should not use 'face to face' seating layouts. 2. Face coverings must be worn at all times on public transport; 3. Process to be put in place for removing face coverings and explaining to students not to touch the front when using or removing, they must wash their hands on arrival, dispose face		N/A at time of RA	M	

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				<p>or a member of their household are displaying any symptoms of coronavirus;</p> <p>4. When using minibuses/ coaches:</p> <p>a. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;</p> <p>b. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p> <p>c. Only designated groups to use at any one time;</p>	covering and wash hands again before heading to class;				
E)	Pupil/ Child or adult displays COVID19 symptoms whilst at School.	<p>Children/ pupils/ Staff/ Others</p> <p>Transmission of COVID19 to the School community</p>	H	<p>1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and smell (anosmia) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child/pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child/pupil and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an</p>	<p>1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan;</p> <p>2. Education settings as employers can book tests through an online digital portal or by phone. There is also an option for employees to book tests directly on the portal.</p> <p>3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person.</p> <p>4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action.</p>	KC	<p>Plan in place 13/7/20</p> <p>To be approved by Govs on 16/7/20</p> <p>Plan implemented</p>	M	

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				<p>area which is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE should be worn by staff caring for the child/pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child/pupil with complex needs);</p> <p>5. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to; (BCWCAT GDPR policy in place)</p> <p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test</p>			from 3/9/20		

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				<p>is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>8. All staff and pupils who are attending a school/nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario;</p> <p>9. Where the pupil or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation;</p> <p>10. Where the child, pupil or staff member tests positive, anyone who has been in close contact (direct close contacts, proximity contacts or travelling in a small vehicle) should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>11. PHE will provide definitive advise on who must be sent home, to support this school should keep accurate records of groupings;</p>					

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F)	Extra Curricular Provision	Children/ pupils/ Staff/ Others Mixing of groups	H	1. Accurate records of attendees and their grouping in school Good Hygiene provision as per the Systems of Controls: Protective Measures 1 to 9 (HSE)	1. Consideration of children and pupils attending provision to minimise compromising of groups 2. Creating distinct and consistent groups within provision; 3. Encourage parents to evaluate private childcare providers or out of school activities, protective measures put in place. Only use providers who can safely demonstrate this – No contact sports should take place	Breakfast Club staff & KC	Plan in place 13/7/20 To be approved by Govs on 16/7/20 Plan implemented from 3/9/20	M	
G)	Higher Risk Activities	Children/ pupils/ Staff/ Others 1. Infection in environments through music, singing, chanting, playing wind or brass instruments or shouting. 2. Contact sports	H	1. Singing, wind and brass playing will not take place in larger groups, such as school choirs and ensembles or school worship/assemblies; 2. Contact sports must be avoided (e.g. football) 3. All equipment to be scrupulously cleaned between groups &/or isolated for 72 hours between use; 4. Activities such as active miles, active breaks and lessons and encouraging active travel whilst social distancing is encouraged.	1. Music, limit group sizes to bubble, positioning students back to back or side to side. 2. No instruments to be shared 3. Increase room ventilation – open windows 4. Maximise social distancing in class rooms or consider outside locations. 5. Sport lessons to be undertaken outside wherever possible. 6. Groupings to remain constant 7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups;	KC	Plan in place 13/7/20 To be approved by Govs on 16/7/20 Plan implemented	M	

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							from 3/9/20		
H)	Stress upon staff members	Staff 1.Roles may be overlapping with greater demands in shorter term; 2.Parents may make increased demands upon staff; 3.Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.	H	1.Prioritisation of important tasks for the School community for that day/ week; 2.Regular feedback & updates for remaining staff as a group activity; 3.Staff kept informed of developments before Students/ children & parent community; 4.Staff aware of need to report concerns to School Management; 5.Governing Body/Academy Council aware of the need to support Headteacher & Leadership Team.	Minimise/ only essential contact with staff members outside working hours.	KC	2/9/20 & ongoing	M	

Assessment authorised by Headteacher		
Print Name: Katy Cox	Signature: KACox	Date: 13/7/20

The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.

Internal Assessment Review

Reviewed by: Katy Cox

Review date: Daily/ Weekly

1/9/2020 6/11/2020 6/1/21 4/2/21
25/2/21

Existing risk assessment valid? (Y/N): Y

<p>Has the activity changed? (Y/N):</p>	<p>How: Local restrictions in place</p> <p>National Lockdown (January 21) – school open to CW&V pupils; remote learning for all other pupils</p> <p>Continuation of the actions needed to control risks from September and November 2020.</p> <p>Regular staff lateral flow testing</p> <p>Vaccinations for staff in order of priority</p>	<p>New controls: Inform staff and parents about the need to adhere to local restrictions</p> <p>Inform parents about the new Tier 5 restrictions and the requirement for children to remain at home and complete the remote learning provided.</p> <p>Lockdown 3: Following risk assessment of individual classrooms for social distancing and staffing ratios, class bubble sizes will be restricted to the following: F1: 5 am and 5 pm F2: 10 Y1: 9 Y2 – Y6: 12 Restricted numbers include children with EHCPs who will receive priority. Individual risk assessments will apply for children who do not have EHCPs but require 1-1 adult support. Only if staff ratios allow, will places be offered to these children.</p> <p>If required places exceed the number of places offered, a waiting list will be maintained.</p> <p>Drop off and collection times altered and implemented for safe and swift entry and exit onto site, and for staff well-being.</p> <p>FSM children at home offered weekly food bags to be collected from school.</p> <p>Lateral flow test coordinator to track and monitor test results; staff to follow directions if LFT is positive</p> <p>Only vaccinated staff may swap bubble without being 72 hours non-class based</p>
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Have new equipment or materials been introduced? (Y/N):	What: Change in guidance on face coverings to reduce risk of transmission Lateral flow tests kits	New controls: Staff to wear face coverings in communal areas where social distancing cannot be observed; lunchtime supervisors to wear face coverings when in hall LFT kits stored in safe place and distributed by coordinator (KC)
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/