

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

The government lifted all measures from 19 July 2021 for the full return of all pupils (updated in line with government guidance regarding the opening of Step 4 from July 2021:.) [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95222/schools-covid-19-operational-guidance.pdf)

This document has been refreshed from its previous iterations. Hyperlinks are included for key documents.

School employers and leaders are required by law to think about the risks that the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure.

| | Hazard/Potential Risk to Minimise | Actions and controls required | Action Owner | Further measures required to control the risk? | Review |
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| Pre-Opening | | | | | |
| 1.1 Virus prevention strategy and full opening plans are communicated to all stakeholders before and during full opening with reminders at regular intervals | <p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p> <p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social</p> | <ul style="list-style-type: none"> Pre-opening planning is thorough, follows government guidance and is regularly reviewed by the Senior Strategic Team The site is ready: Site- risks and prevention identified via site walk Engie to ensure that all health, safety and cleaning protocols are in place. Enhanced cleaning schedule to take place, including cleaning frequently touched surfaces, using standard products such as detergents and bleach Engie to ensure that all health, safety and cleaning protocols are in place. Enhanced cleaning to take place of shared equipment using standard products such as detergents and bleach. Engie to maintain accurate cleaning records which are shared with the school | Trustees, SLT, HR, Staff site is assigned PPE | <p>Regular evaluation of strategy by SLT and adjustments made if required</p> <p>Ensure adequate stock of emergency PPE</p> <p>Engie to carry out all site related health and safety checks, set up any cleaning protocols and to ensure that all systems and supplies are functioning. Records to be available to Senior Leaders on request</p> | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | <p>distancing and hygiene guidance</p> <p>Staff are not trained in new procedures and are informed of updates, leading to risks to health</p> | <ul style="list-style-type: none"> • Engie is aware of the guidance for cleaning of non-healthcare settings COVID-19: cleaning of non-healthcare settings guidance • Engie to ensure that all systems and supplies are ready including gas, heating, water supply, mechanical and electrical systems and catering equipment. Engie to maintain accurate records which are shared with the school • Engie to ensure that all hand dryers accessible to staff and students are switched on. Handtowels and bins will also be provided • Engie to ensure that all water fountains are switched on. • Engie to ensure that hand sanitiser stations are positioned in key areas guided by the SLT and that they are kept topped up • Risk Assessment written, approved by Trustees and communicated to all relevant stakeholders • Pre-opening communication information and documentation shared with staff: fit/available for work audit, instructions, work patterns/rotas, timetables, risk assessment, good hygiene, wearing of PPE (where applicable) and training schedule • Risk assessments will be completed for all vulnerable shielding and pregnant members of staff prior to them returning a) For staff who have been shielding and any member of staff with a known on-going risk factor, an OH Covid risk assessment to inform their return to work following PHE and HSE guidance will be completed (guidance is expected to be updated to clarify school contexts) | | <p>Engie to ensure that there are paper towels and lidded bins available near all sinks including toilet zones</p> <p>Engie to ensure that hand dryers are switched on</p> <p>Build in time for staff to review processes and procedures and to ask questions and raise any concerns in advance</p> <p>School uniform and staff work clothes do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal</p> | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Pre-opening communication information and document shared with parents/carers: information, timetable, class group, good hygiene, key related policies and communicating mandatory attendance • Age-appropriate pupil information and communication strategy devised to be delivered in lessons • Attendance is mandatory unless pupils fall into the category of approved shielding pupils or self-isolating pupils (covid 19 case) • Plans are in place to meet the learning needs of the children who are approved shielding pupils or self-isolating pupils (covid 19 case- only if instructed to self-isolate by NHS Test and Trace) • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds where best accommodated on site. • Provision for the return of pupils with SEND and those shielding in conjunction with families • Key messages in line with government guidance are regularly reinforced via appropriate forms of communication including email, text and the school's website and verbally • Staff training updates are communicated as and when necessary on 2nd September 2021 will prepare staff for re-opening and the return to pupils on site from 6th September 2021 • The government guidance on Covid 19 test and trace and LFD testing has been explained to staff as part of the INSET/updates and communicated to parents. • Any policy changes are shared with relevant stakeholders, including fire safety and behaviour | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Staff receive regular briefings on day-to-day school matters • Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders' health and wellbeing • Flexible working arrangements needed to support any changes to usual working patterns are agreed • The governing body and school leaders must have regard to staff (including regard to the SLT) work-life balance and wellbeing. • Schedule in place of what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school • Return to usual uniform and staff code of dress policies in the autumn term • An equality impact assessment is undertaken for staff and pupils • The majority of pupils and staff will be able to return to school • All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who have been shielding, or self-isolating have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff and parents of pupils who have been shielding have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>to people who are classed as clinically vulnerable and clinically extremely vulnerable.</p> <ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils and parents with any queries and anxieties. • There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school or other matters related to the current pandemic • Resources/websites/signposting are available to support parents, pupils and staff who have issues and queries before, during and after full re-opening • In staff training clear emphasis will be made to staff to ensure that pupils must clean their hands regularly, including when they arrive at school, when they change rooms and before and after eating at lunchtime • In staff training clear emphasis will be made to staff to tell pupils to not touch staff where possible and to tell pupils not to touch peers wherever possible • Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures • Pupils with positive tests will need to self-isolate. From 16 August 2021, children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • If a parent or carer insists on a pupil who has tested positive attending your school, the government has said that schools can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection from COVID-19. | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> From 19 July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. If they wish, pupils and staff can wear face coverings, however all activities will resume without the need (exception: the reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to localised outbreak, including Covid-19 variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission.) From 4th January, in line with the government's plan B, face coverings recommended for pupils in classrooms and communal areas in all secondary and sixth form schools for pupils in years 7-13. Pupils, students and staff are advised this for a temporary period in response Covid-19 variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The recommendation will be reviewed by government | | | |
| Day to Day Procedures | | | | | |
| | | <ul style="list-style-type: none"> Pupils aged 11 and over are advised to wear a face covering when travelling on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school. People who are exempt do not need to wear a face covering. TfWM has launched the "Mask up Now" campaign to promote mask wearing compliance on public transport. | | | |

Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)

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| | | <ul style="list-style-type: none"> • Pupils should not board home to school transport if they have had a positive test result or have symptoms of coronavirus (COVID-19) • Pupils should leave more time for their journey, as there may be a longer wait than usual; with limited space on board public transport there may be more demand for services. | | | |
| 2.3. Staffing, staff deployment, pupil groupings, classroom and furniture arrangements | Failure to plan for the resumption of onsite education provision | <ul style="list-style-type: none"> • Staff will need to be available to work in school from 2nd September 2021 (first day of the new term) • The school will endeavour to maintain face-to-face teaching. The government is allowing flexibility in provision to maintain face-to-face provision, e.g. joining groups and deploying support staff • Classroom size and numbers are at normal levels, as much as possible • Allocated room to class/group- clearly marked on student and staff timetable • Coats placed on back of allocated chair, bags under allocated desk • Equipment and stationery: pupils can bring into school the essentials only such as lunch boxes, drink bottles, hats, coats, books, stationery. Bags are allowed • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be frequently cleaned. Phase leaders /HOFs and DOLs are in charge of equipment monitoring Each child to follow the class seating plan. Seating plans are required for every group. Movement within the classroom is under staff instruction. | SLT, Staff, DOLs, HOFs | <p>Staff on duty in clusters to support</p> <p>Keep staffing arrangements as consistent as possible</p> <p>Cleaning staff to carry out cleaning checks and duties</p> <p>Agreed new timetable and arrangements confirmed for each year group.</p> <p>Arrangements in place to support self-isolating pupils when not at school with remote learning at home.</p> <p>Governing boards and school leaders should have regard to staff (including</p> | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

| | | | | | |
|--|--|---|--|--|--|
| | | <ul style="list-style-type: none"> • Pupils raises their hands to ask questions/ for attention • Pupils encouraged to clean their hands regularly, including when they arrive at school, and before and after eating at lunchtime pupils to bring their own drinks and are encouraged not to share food and drinks with others. All packaging is disposed of in bins • Pupils to not touch staff where possible • Pupils are encouraged not to touch peers • Staff are also encouraged not to touch peers/student unless necessary (provide medical assistance or care) • Ventilation of rooms and limiting the use of door handles: doors and windows opened (where safe to do so) • Supply teachers, follow all instructions and guidance set in the 'supply teacher and other agency briefing document' • Supply teachers, peripatetic teachers and/or other temporary staff must follow the instructions and guidance set out in the 'Waverley School Information for Visitors on site' • Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated teacher • The school will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so | | <p>the senior team) work-life balance and wellbeing</p> <p>Managers should discuss and agree any changes to staff roles with individuals</p> <p>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens.</p> <p>Staff deployment: ensure that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required</p> | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> Alternative spaces for prayer to be considered if prayer room (the sports hall on Fridays) are not deemed to be covid-safe. | | | |
| 2.4 Promoting good hygiene | <p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p> <p>Poor or lack of good (personal) hygiene practices</p> | <ul style="list-style-type: none"> The school promotes and advises on good hygiene for all <p><u>Hand hygiene:</u></p> <ul style="list-style-type: none"> All pupils, staff and visitors are advised to wash/sanitise hands on entry before commencing any in-school activities Frequent and thorough hand cleaning should now be regular practice. Pupils are to be encouraged to clean their hands regularly. This can be done with soap and water or hand sanitiser. <p><u>Respiratory hygiene</u></p> <ul style="list-style-type: none"> The ‘catch it, bin it, kill it’ approach continues to be very important and is taught to pupils The e-Bug COVID-19 website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. <p><u>Use of personal protective equipment (PPE)</u></p> <ul style="list-style-type: none"> Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19. Cleaning products are kept out of live sight of pupils, stored securely and are only used by adults Emergency PPE available to staff and staff are aware of the location of the emergency pack | SLT, DOLs, Staff, site team | <p>Age-appropriate pupil information and communication strategy to be delivered in lessons with frequent reminders</p> <p>Posters and signage</p> <p>Toilet duty protocols</p> <p>Cleaning staff to carry out cleaning checks and duties</p> <p>Keep windows open as far as possible to ensure ventilation, avoid the use of lifts unless essential and use outdoor areas as much as possible</p> <p>PPE stock cupboard allocated</p> | |

Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)

| | | | | | |
|--|------------------------------------|--|------------------|---|--|
| | | <ul style="list-style-type: none"> • An emergency pack of PPE/cleaning products is kept in each base area. HOFs/Phase leaders/the line leader is responsible for replenishing via staff member Maksooda Mughal • Bins are emptied regularly throughout the day in accordance to Engie schedule • Teaching pupils daily about: not touching their faces (eyes, nose and mouth), use of tissues/arm to shield against a cough/sneeze, personal space, washing and sanitising hands and following teacher instructions • During the day cleaning: work surfaces, door handles, handrails, walls of touchable height etc Pupils' and staff toilets and sinks are regularly cleaned • As much as possible there should be no physical contact between pupils, peers, staff and colleagues • Staff, pupils and parents have received clear communications informing them of current government guidance on good hygiene and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The guidance has been explained to staff and pupils as part of the induction process. Use Public Health Birmingham guidance about how to deal with a suspected case within the pupil or staffing cohort | | | |
| 2.5 Spillages/ fluids (bodily and blood) /soiling | Harmful to health, risk of falling | <ul style="list-style-type: none"> • Class teacher/supervisor to report immediately to the site team- the cluster duty staff to support • Affected area is sealed off until made safe • All spillages/liquids to be cleaned by the site cleaners following their health and safety protocols | Staff, site team | Staff on duty in year group clusters to support | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

| | | | | | |
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| | | <ul style="list-style-type: none"> • Mops should never be used for blood and bodily fluid spillages, use disposable paper towels. Body fluid spillage kits and/or compounds should also be available. • Soiled (blood / bodily fluids) laundry should be washed separately in a washing machine using the pre-wash cycle on the hottest wash the fabric will tolerate. Protective gloves /clothing should be worn when handling soiled laundry. Soiled children’s clothing should be bagged to go home, never rinsed by hand • Protective gloves, and where appropriate protective clothing, should be worn when disposing of contaminated waste • If direct contact with another person’s blood or other body fluids occurs the area should be washed as soon as possible with soap and water • If direct contact with another person’s blood or other body fluids occurs on the lips, mouth, tongue, eyes or on broken skin, these should be washed out thoroughly with clean cold tap water. Where running water is unavailable saline should be provided to wash out the eyes. | | Cleaning staff to carry out cleaning checks and duties following protocols | |
| 2.6 Break-time and lunchtime | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | <ul style="list-style-type: none"> • Lunchtimes are in year groups • Pupils are encouraged to wash/sanitise hands at the beginning and end of lunchtime <p>Break-time</p> <ul style="list-style-type: none"> • Breaks are by key stage <p>Lunchtime</p> <ul style="list-style-type: none"> • One-way system in the dining area | SLT, lunchtime supervisors, staff | Regular evaluation of strategy by SLT and adjustments made if required | |



**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

| | | | | | |
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| | | <ul style="list-style-type: none"> • Duty staff to encourage good hygiene protocols by pupils and staff • Food is served at the main service area • Dining area is cleaned during and after every sitting <p>Outside recreational time</p> <ul style="list-style-type: none"> • Pupils are encouraged to wash/sanitise hands when going to the toilet <p>Staff lunchtime arrangements</p> <ul style="list-style-type: none"> • Regular washing and sanitising of hands to take place, especially if any member of staff goes off site and returns during the day • Staff to ensure all utensils are washed and put away after use in staff work areas/kitchen areas | | | |
| 2.7. Pupils using toilets | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | <ul style="list-style-type: none"> • Staff assisting the specific toileting needs of individual pupils who require support and/or the changing of nappies: dispose of PPE after use (disposable gloves/aprons) and replenish. Follow the specific school risk assessment documentation and pupil care plans that are already in place for individual pupils • Dispose of sanitary waste in the correct bins • Staff are to wash hands after toileting support and/or duty | Staff | Regular evaluation of strategy by SLT and adjustments made if required | |
| 2.9 Behaviour (see the amendments to the behaviour policy) | Breaches in the behaviour policy lead to breaking Covid-19 mitigation protocols, e.g. the social distancing | <ul style="list-style-type: none"> • The school's behaviour policy has been revised to include compliance with government guidelines on virus mitigation and this has been communicated to staff, pupils and parents • Reintegration and re-engagement support for pupils to comply with the behaviour policy: Clear | SLT, Pastoral team, staff | Evaluation of strategy if any serious incident occurs or as needed by SLT and adjustments made if required | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

| | | | | | |
|---|---|---|--|--|--|
| | <p>rules (where applicable) and safeguarding/ and or health and safety issues</p> | <p>messaging to pupils on the importance and reasons for desired behaviours is reinforced throughout the school day by staff and through signage and electronic boards. For young children and or SEND children this is done through age-appropriate methods such as stories, visuals and games</p> <ul style="list-style-type: none"> • Staff consistently model and remind about desired behaviours • Senior leaders investigate any behaviour policy breaches including during any localised outbreaks, which require additional measures of virus control and arrangements are reviewed • Any pupil who commits serious or persistent breach of the new COVID-19 protection guidance and rules, or behaves in a way that could compromise good hygiene and or/good health and safety practice -SLT on duty to be contacted immediately | | | |
| <p>2.10 Face coverings/masks</p> | | <ul style="list-style-type: none"> • The reintroduction of face coverings for pupils, students or staff may be advised by BCC for a temporary period in response to localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. • From 4th January, in line with the government's plan B, face coverings recommended for pupils in classrooms and communal areas in all secondary and sixth form schools for pupils in years 7-13. Pupils, students and staff are advised this for a temporary period in response Covid-19 variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission. The recommendation will be reviewed by government | | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> A small contingency PPE supply will be available as emergency stock | | | |
| Managing Symptoms and Testing | | | | | |
| 3.1 Medical Rooms in School | Medical rooms are not adequately equipped or configured to maintain infection control | <ul style="list-style-type: none"> Social distancing provisions are in place for all medical rooms where appropriate. The main medical room in inclusion will be used for day to day medical and must not be used for coronavirus related support* *An Additional temporary room and toilet are designated only for pupils and staff with suspected COVID-19 whilst child collection is arranged (side room and toilet in main reception). Procedures are in place for medical rooms to be regularly cleaned and after suspected COVID-19 cases, along with other affected areas, including toilets | SLT, school nurse team, main reception staff | Regular evaluation of strategy by SLT and adjustments made if required | |
| 3.2 In school- Child is unwell with a new high temperature and or cough, loss of taste and smell | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | <p>Staff, pupils and parents have received clear communications informing them of current government guidance on good hygiene and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The guidance has been explained to staff and pupils as part of the induction process.</p> <ul style="list-style-type: none"> Report cases of to the Health Protection Team in Public Health (PH) England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2). | Staff, SLT, medical team | <p>Where the child or staff member tests positive (PCR test result), they must self-isolate for 10 days. The isolation period includes the day the symptoms started and the next 10 full days</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of</p> | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response.</p> <ul style="list-style-type: none"> • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR <p>If a child is displaying symptoms of coronavirus:</p> <ul style="list-style-type: none"> • Immediately isolate the child outside of the classroom/ at least 2 metres away from others • Call the 'on call' duty member of staff. Staff and pupils are to avoid coming within 2m of the suspected child • The on call duty member of staff prioritises the call and puts on a mask (where possible) to attend • The on call duty member of staff now takes charge of the child • Class teacher/staff member returns to their class • At this point on call member of staff should put on an apron and visor (available from all cluster area kitchen spaces) • If appropriate ask the child to put on a mask – remember a child may be struggling to breath • The on call duty member of staff contacts/radios the school nurse or lead first aider to inform that a child is being referred- a covid 19 call. • The child is escorted to the emergency medical room in main reception via the shortest route • Note the route taken as Engie will have to be informed to clean all areas en-route | | <p>someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • 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 <p>Only NHS Test and Trace, inform if an individual has been close contact with a positive case</p> <p>If a member of staff has helped a child or has helped the class teacher by taking over the lead of the group, e.g. the SLT member</p> |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Once the child has entered the emergency medical room, the reporting adult will leave the medical room, use hand sanitiser, dispose of their used PPE in a sealed bag, re-sanitise hands and wait outside the room. • The door to the emergency medical room is closed (where possible depending on the age and needs of the child). • School nurse, wearing apron and visor in addition to gloves and mask will deal with the child. A medical kit will be available. Depending on the age of the child, supervision will be by the adult on medical duty wearing PPE, who will maintain a 2-metre distance unless the child requires attention • SLT/on call member of staff will direct the next steps. This will include asking main reception staff to phone the child’s family for pick up to go home • The child and any siblings will be sent home • Main reception staff: follow the checklist (includes what to say to the family and other necessary steps) • If the child requires the toilet at any point- the reception toilets will be used as emergency toilets • The child must be sent home: <p>Main reception follow the following checklist</p> <ul style="list-style-type: none"> • Call home. Request that one member of the family collects the child. On the phone, request that the family book a PCR test for the child by going online (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus) or contacting NHS 119 via the phone | | <p>on corridor duty, he/she does not need to go home</p> <p>Keep up to date on government guidance on test and trace and change the risk assessment accordingly</p> <p>More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • On the phone and also again when family member arrives in school: Advise the family to follow the government's guide and inform the following: <ul style="list-style-type: none"> https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak i) (If the pupil/staff member has a positive lateral flow test result:) to self isolate and follow guidance in 3.2, 3.3 and 3.4 ii) To take a PCR test (this must be taken within 2 days of a positive lateral flow test result, if one was taken). If a PCR home testing kit (it can be posted to a lab) is available in school, this can be given to them to take home if they may have barriers to accessing testing elsewhere. iii) Pupils with positive PCR tests will need to self-isolate. iv) From 16 August 2021, children under the age of 18 years and 6 months old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case v) If a parent or carer insists on a pupil who has tested positive attending your school, the school can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p style="text-align: center;">protect other pupils and staff from possible infection with COVID-19.</p> <p>If the symptomatic or asymptomatic individual's PCR/LFD test is positive</p> <p>Symptomatic individual to:</p> <ul style="list-style-type: none"> • Inform NHS test and trace of a positive LFD test result. • Continue self-isolating for 10 days, counting day 1 from the day after their symptoms started or as instructed by NHS Test and Trace. Close contacts will be contacted by NHS Test and Trace • Follow the flow chart below to know when to discontinue self isolation • Then return to school only if well. After the isolation period a cough or loss/change of smell/taste can last for several weeks once the infection has gone – they should not return until their temperature has returned to normal, if they are otherwise unwell <p>Asymptomatic individual to:</p> <ul style="list-style-type: none"> • Continue self-isolating for 10 days, counting from the day after the positive lateral flow test/PCR test. Their close contacts in school over the age of 18 years and 6 months will be contacted by NHS Test and Trace • Self isolate and follow the flowchart below • If the child requires the toilet while waiting to be collected, he/she should use the main reception toilet only. Main reception staff are to inform Engie immediately so that affected areas are quarantined and are to be cleaned. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • In an emergency, call 999 if the child is seriously ill or injured or their life is at risk. • Adults/children should wash their hands thoroughly (recommended for 20 seconds after any contact with someone who is unwell) • All areas where the child has been in contact with are cleaned by the site team • No member of staff should knowingly place themselves with 2m of a person suspected of having COVID 19 unless this is necessary to administer any form of first aid. Unless to do so would put a child or adult at risk of harm, staff must put on PPE as soon as possible when within 2 metres of a person who is suspected of having corona virus • If a member of staff is contacted by NHS Test and Trace and is told to self-isolate because they have been a close contact of a positive case, you have a legal obligation to do so. Please read the exemptions** <p>Extracts from : https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>When to self-isolate</p> <p>Self-isolate straight away and take a LFD test as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none">• a loss or change to your sense of smell or taste <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none">• you've tested positive for COVID-19 – this means you have the virus• someone you live with has symptoms or tested positive (unless you are not required to self-isolate – <i>check below if this applies to you- when you do not have to self-isolate</i>)• you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app <p>When you do not need to self-isolate</p> <p>If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none">• you're fully vaccinated – this means 14 days have passed since your final dose/booster of an approved COVID-19 vaccine• you're under 18 years and 6 months old• you're taking part or have taken part in an approved COVID-19 vaccine trial• you're not able to get vaccinated for medical reasons <p>Even if you do not have symptoms, you're strongly advised to:</p> | | | |
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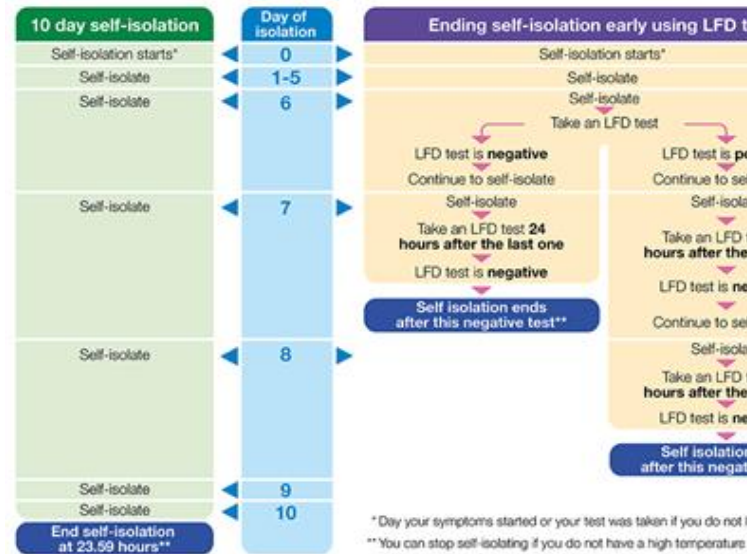
**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • do daily rapid lateral flow tests (1 a day for 7 days), if you're fully vaccinated, to protect yourself and others from COVID-19 - find out more about daily testing on GOV.UK • follow advice on how to avoid catching and spreading COVID-19 • consider limiting contact with people who are at higher risk from COVID-19 <p>Tell people you've been in close contact with that you have symptoms</p> <ul style="list-style-type: none"> • Tell people you've been in close contact with in the past 48 hours that you might have COVID-19. • You should tell them to follow advice on how to avoid catching and spreading COVID-19. • They do not need to self-isolate unless they're contacted by the NHS Test and Trace service. • If they get any symptoms of COVID-19, they should self-isolate and get a test as soon as possible. <p>How long to self-isolate</p> <p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p> <p>You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.</p> | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

You may also be able to leave self-isolation after 7 days if certain conditions are met. Read more about [how long to self-isolate](#).

When to end self-isolation if you have received a positive COVID-19 test result



- This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), you may take daily LFD tests from the 21st of the month. If your LFD test results are negative on the 21st and 22nd, and you do not have a high temperature, you

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>may end your isolation period after the negative test result on the 22nd of the month.</p> <ul style="list-style-type: none"> • If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. • You should not take any more LFD tests after the 10th day of your isolation period and you may stop self-isolating after this day. This is because you are unlikely to be infectious after the 10th day of your isolation period. Even if you have a positive LFD test result on the 10th day of your self-isolation period you should not take any more LFD tests after this day. If you are concerned you may choose to keep following the above advice until 14 days after the start of your self-isolation period. • If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new isolation period from the day your symptoms start. • If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in this guidance again. <p>Reducing the spread of Covid-19 spread in your household</p> <ul style="list-style-type: none"> • Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening. • Stay as far away from other members of your household as possible. Wherever possible, avoid | | | |
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Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)

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| | | <p>using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a face covering or a surgical mask when spending time in shared areas inside your home.</p> <ul style="list-style-type: none">• Also see: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection <p>https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results</p> <p>extracts:</p> <ul style="list-style-type: none">• From 11 January 2022 in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.• Under this new approach, anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test.• After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate.• NHS Test and Trace shows LFD tests to have an estimated specificity of at least 99.97% when used in the community. This means that for every 10,000 lateral flow tests carried out, there are likely to be | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>fewer than 3 false positive results. LFD tests identify the most infectious people. These people tend to spread the virus to many people and so identifying them remains important.</p> <p><u>** New rules on Close Contacts and Isolation</u></p> <p>From 18th July 2021 close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Individuals may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p><u>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</u></p> <ul style="list-style-type: none"> • they are fully vaccinated | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • 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 <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> | | | |
| <p>3.3 In school-adult is unwell with a new temperature and or cough, loss of taste and smell</p> <p>PLEASE FOLLOW GUIDANCE IN 3.2 ABOUT SELF-ISOLATION</p> | <p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p> | <ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on good hygiene protocols and the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. The guidance has been explained to staff and pupils as part of the induction • Report cases of to the Health Protection Team in Public Health (PH)England using the online reporting system available here: https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l or by telephone to 0344 225 3560 (opt 0 opt 2). | <p>SLT, HR, Staff</p> | <p>Follow NHS Test and Trace guidance only on self-isolation and close contacts</p> | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>Keep up to date with PH updates on responding to cases in schools during the contact tracing phase of the response.</p> <ul style="list-style-type: none"> • Any teaching and support staff who develop symptoms of COVID-19 are eligible for PCR testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Understanding of latest HSE RIDDOR REPORTING guidance for Covid-19 on when and how to report exposure to coronavirus or a diagnosis of COVID 19, in the workplace under RIDDOR <p>If you have a concern that a member of staff may have coronavirus or you have symptoms yourself:</p> <ul style="list-style-type: none"> • Raise your concern with the staff member directly whilst maintaining social distance and if possible, wearing a face mask, the member of staff must then put on their face mask, if they can • If you are teaching and develop suspected symptoms immediately put on a face mask as soon as possible. Call on call/ SLT. • If you are a non-teaching or non-TA member of staff, put on a face mask • Make your way to the emergency medical room using the shortest route (make a note of the route taken as SLT will need to be informed) • Reception will call a member of SLT and the first aid team • The member of SLT and the School nurse will coordinate the next steps based upon an assessment of the situation <p>Under no circumstance should anyone:</p> | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none">• Enter any other area of the school unless directed to do so.• Approach any other person to a distance of less than 2m <p>https://www.gov.uk/government/news/confirmatory-pcr-tests-to-be-temporarily-suspended-for-positive-lateral-flow-test-results</p> <p>extracts:</p> <ul style="list-style-type: none">• From 11 January 2022 in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test.• Under this new approach, anyone who receives a positive LFD test result should report their result on GOV.UK and must self-isolate immediately but will not need to take a follow-up PCR test.• After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate.• NHS Test and Trace shows LFD tests to have an estimated specificity of at least 99.97% when used in the community. This means that for every 10,000 lateral flow tests carried out, there are likely to be fewer than 3 false positive results. LFD tests identify the most infectious people. These people tend to spread the virus to many people and so identifying them remains important. | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>In the event of an emergency evacuation any member of staff who has symptoms of Coronavirus must evacuate to the muster point at the front gates of the school. Where possible, they must wear a face mask and ensure social distancing is maintained.</p> <ul style="list-style-type: none"> • Any member of staff dealing with anyone suspected of having COVID 19 must immediately put on gloves, and a face mask. They must additionally add a disposable apron if they are to come within 2m of the person. Unless to do so would put an adult at risk of harm, staff must put on PPE as soon as possible when within 2 metres of a person who is suspected of having corona virus • No member of staff should knowingly place themselves with 2m of a person suspected of having COVID 19 unless this is necessary to administer any form of first aid • If a member of staff is sent home with symptoms compatible with coronavirus, they should take a PCR test. If the PCR test result is negative, then the member of staff can end the 10 day self isolation and return to school. If the COVID 19 test result is positive, the member of staff continues to self-isolate for the duration of 10 days counting day 1 day 1 when symptoms first arose or as instructed by the NHS app; once the 10 days have expired the member of staff may return to work if they feel well enough to do so • The staff member must update the school about text results via the email • Any member of staff who has committed to routine testing as part of national research and statistic programmes must inform the Principals and HR. | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> Guidance has been explained to staff and pupils as part of the induction process. Please also refer to the new rules about close contacts and self-isolation in 3.2 | | | |
| 3.4 Communication about policy with all stakeholders including LFD testing | Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health | <p>Inform all stakeholders about the NHS Test and Trace process:</p> <ul style="list-style-type: none"> Advice and information are made available to parents/carers on arrangements testing for LFD testing in school for secondary and 6th form age pupils the week of 6th September 2021 as well as information about the switch to pupils self-testing at home until the end of September 2021 in line with the latest government guidance. A scaled down LFD testing facility will remain on site from 13th September until the end of the calendar month to test staff and pupils who are unable to test at home, e.g. SEND pupils, in line with the latest government guidance. LFD testing risk assessment is available in a separate annexe called: Annexe to COVID-19 risk Assessment: School Bases Asymptomatic Testing Waverley School Until the end of September 2021, both Pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit Staff and pupils should also share their result with NHS Test and Trace, whether void, positive or negative, with their school to help with contact tracing and staff with HR if it is positive Further information on Government’s vaccination plan can be found here: | SLT, Staff, pupils, parents, carers | <p>The school has small number of PCR home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school</p> <p>The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/?gclid=EAlaIQobChMIqpnxr2f9QIV1GDmCh04hQHKEAAYASAAEgIP_vD_BwE</p> <ul style="list-style-type: none"> • Report cases of to the Health Protection Team in Public Health (PH)England using the online reporting system available here: • Any teaching and support staff who develop symptoms of COVID-19 is eligible for testing via the essential worker scheme, which can be a home test kit or drive through test appointment. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Staff members and pupils understand that they will need to be ready and willing to book a PCR test if they are displaying symptoms • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • Staff and pupils must not come into the school if they have symptoms and must be sent home to carry out an LFD test. The test result will guide on the next steps • All children can be LFD tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • EVERY will be used as the platform to release policy/risk assessment updates to staff. Email and meetings via MS Teams will also be used for updates | | <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>WEFT must continue to work with their local health protection team who will be able to advise if additional action is required</p> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.</p> <p>Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in</p> | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>Communication with parents/carers:</p> <ul style="list-style-type: none"> • Parents/carers are regularly kept up to date with information, guidance and the school's expectations and procedures using a range of communication tools including the school website • Key messages in line with government guidance are reinforced via email, the school's website and verbally. Community languages are considered • Clear procedures in place where a child falls ill whilst at school • Contact details of families are up to date • DfE/External agency covid 19 related advice and guidance will be communicated to stakeholders via policy updates, risk assessment updates. The school website, email system will be used as the main forum to push out messages and updates | | <p>managing risk assessments and communicating with staff and parents</p> <p>Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> | |
| <p>3.5 Tracking attendance</p> | <p>Poor tracking of attendance leads to risks to health and failure to attend school</p> | <ul style="list-style-type: none"> • School attendance for pupils is mandatory again from 1st September 2021 with government permission for a staggered start from 2nd – 10th September 2021 to accommodate the LFD testing of secondary and 6th form pupils on site. • All primary phase pupils start school on 6th September 2021 <ul style="list-style-type: none"> • Robust collection and monitoring of absence, including, recording codes, is in place • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative | <p>SLT, Director of Safeguarding, attendance team</p> | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply Issue sanctions to parents for failing to comply with attendance policy, including fixed penalty notices in line with local authorities' codes of conduct Complete the DFE attendance return as required Good record keeping for attendance. Collaboration between schools where a child routinely attends more than one site or setting. Continue to engage with families and LA to accurately report situations where pupil is recorded as abroad and plan for their return (including quarantine restrictions) Remote education should be provided where possible for pupils that are abroad. | | | |
| 3.6 Visitors in school | Contact with infected individuals | <ul style="list-style-type: none"> visitors are to comply with our Risk Assessment all visitors should, where possible, carry out an LDF test before entering the site | All staff, all visitors | | |
| Medical Conditions and Health Information | | | | | |
| 4.1 Pupil medical conditions | Pupils with underlying health issues or those who are shielding/self-isolating are not identified and measures have | <ul style="list-style-type: none"> Parents have been provided with clear government guidance on shielding. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. | SLT, parents, carers | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | not been put in place to protect them | <ul style="list-style-type: none"> • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated medical register of pupils with underlying health conditions • Regular welfare checks are being made to every child and his/her family who are unable to return to school in September 2021- tracked and monitored • Learning takes place at home following the normal curriculum via online provision following the school's remote learning policy | | | |
| 4.2 Staff medical conditions | Staff with underlying health issues or those who are shielding/self-isolating are not identified and measures have not been put in place to protect them | <ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who have been shielding have been instructed to make their condition or circumstances known to the school and government guidance will apply including evidence from clinicians. Records are kept of this and are regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that are identified as extremely high risk through occupational health covid risk assessment work from home | SLT, HR, staff | People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Staff with high risk, appropriate adjustment be put in place • Current government guidance is being applied <p>- Advice for those who are pregnant women in their last semester</p> <p>- individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August 2020</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace | | | |
| Maintaining Provision | | | | | |
| 5.1 Sufficient staff numbers | <p>The number of staff who are available is lower than that required to teach classes in school</p> <p>R increases is high in a virus resurge</p> <p>BAME community are at greater risk of catching corona virus until a vaccine is found</p> <p>Measures not put in place for staff</p> | <ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned and any individual who is displaying corona virus symptoms is sent home and remains off site until test results are known • Full use is made of those staff who are self-isolating or shielding but are high risk according to OH and who are well enough to plan online learning and carry out other teacher/staff duties • Flexible and responsive use of teaching assistants and cover supervisor staff to supervise classes and to perform duties in school is in place • All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who have been shielding have been instructed to make their condition or circumstances known to the school, and members of staff with children who cannot attend school are supported | SLT, HR, school nurse team | Daily review of staffing numbers -SLT to ensure that the school can remain open as much is feasible with staffing ratios and numbers | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | with underlying health issues | <ul style="list-style-type: none"> • Records are kept and regularly updated e.g. check children and staff who have identified as having asthma have up to date care plans. • Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 • HR seek advice from Occupational Health Service on shielding staff • If staffing effects the opening of the school a blended model will be implemented | | | |
| 5.3 Educational provision must still be maintained for pupils unable to attend school because they are complying with clinical and/or | Educational provision is not for pupils unable to attend school because they are complying with clinical and/or public health advice | <ul style="list-style-type: none"> • Current government guidance is being followed • Liaison is continuing with parents who have children who are pupils unable to attend school because they are complying with clinical and/or public health advice • Remote education, where needed, is high quality and aligns as closely as possible with in-school provision | SLT, DSLs, pastoral team, teachers | Daily review of staffing levels to maintain social distancing and to follow government guidelines Be clear with parents that pupils of compulsory school age must be in school unless a statutory | |

Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)

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| <p>public health advice</p> | | <ul style="list-style-type: none"> • Arrangements are in place to ensure that pupils working remotely are tracked and supported effectively • Monitor engagement with remote learning • All available devices have been loaned to support online learning • identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them • Work closely with other professionals as appropriate to support the return to school of any child who fails to attend, including continuing to notify the child's social worker, if they have one, of non-attendance • Access to FTB resources to support mental health and wellbeing, including anxiety of returning to school for pupils and parents: https://www.forwardthinkingbirmingham.org.uk | | <p>reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)</p> <p>Waverley School continues to build their capability to educate pupils remotely, where and when this is needed</p> <p>A contingency plan remote education provision is in place. This programme will be of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</p> | |
| <p>5.4 Curriculum priorities: required adjustments and catch-up approaches</p> | <p>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</p> | <ul style="list-style-type: none"> • Gaps in learning and starting points are addressed in teachers' planning • Focus language, reading and mathematics for primary pupils • Focus language, reading and mathematics, sciences, languages, humanities, the arts, physical education/sport, religious education and relationships, sex and health education for secondary aged • For pupils in year 7, it may be necessary to address gaps in English and maths from the key stage 2 curriculum. | <p>SLT, HOFs, subject leaders teaching and TA staff</p> | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Home (and remote learning) continues where applicable and is calibrated to complement in-school learning and day to day delivery • Up to and including key stage 3: prioritisation within subjects of the most important components • In exceptional circumstances suspension of some subjects for some pupils through discussion with parents • SATs, GCSE and A level exams will take place in the summer of 2022 • Relationships and health education (RHE) for primary aged pupils and relationships, sex and health education (RSHE) for secondary aged pupils becomes compulsory from September 2021. • Additional financial support to address gaps in learning is deployed where it is required to support the school's intervention/catch up strategy • Exam syllabi are covered and revised where appropriate • Plans for intervention/catch up are in place for those pupils who have fallen behind in their learning and are supported through homework/learning • Children identified who have fallen behind in their self-care skills with support plans developed • School is aware of pupils who are young carers and have targeted support for online learning where they are unable to return to school • The school provides pastoral support for pupils' individual issues, drawing on external support where necessary and possible. The DfE's 'every interaction matters' webinar can help with offering pastoral support for wellbeing. • Work with school nurses, where they are in place, to ensure delivery of the healthy child programme (which includes immunisation), identify health and wellbeing | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>needs, provide support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues and support pupils with additional and complex health needs.</p> <p>Documents that are followed:</p> <p>https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <ul style="list-style-type: none"> • Resources have been prepared that take account of online education resources for home learning <p>https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <ul style="list-style-type: none"> • Information and guidance have been shared to support parents and carers of children who are learning at home | | | |
| 5.5 Pupils moving on to the next phase in their education | Pupils moving on to the next phase in their education are ill-prepared for transition | <ul style="list-style-type: none"> • A plan is in place for staff to communicate with pupils and their parents about the next stage in their education and resolve any issues • There is liaison with the destination institutions to assist with pupils' transition • Regular communications with the parents of incoming pupils are in place • Virtual information about the school is available for parents and pupils • | SLT Admissions and attendance lead, Admissions team | | |
| 5.6 Building works | There is no agreed approach to any scheduled or ongoing building works therefore | <ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue | Engie, CEO, Business Manager | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | contractors on-site whilst school is in operation may pose a risk to infection control | <ul style="list-style-type: none"> • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Current external building contractors have a COVID 19 risk assessment plan in place as part of their RA and HSE requirements and this is assured by BCC. Test and trace is in place and site work leads will ensure that temperatures are taken each day • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) • Should the contractors have a positive covid case they will inform the school and vice-versa • Premises governing board committee is aware of planned works and associated risk assessments | | | |
| 5.7 In-year admissions | Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils | <ul style="list-style-type: none"> • Review in-year school admissions expectation with key admission staff and in line with requirements in the new School Admissions Code. • Ensure key school contact and related resources in place. | SLT attendance lead and Admissions team | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns. • Ensure speedy admission of children in the relevant year groups. | | | |
| 5.8 FSM and meals for pupils in school | <p>Pupils eligible for free school meals do not continue to receive their entitlement</p> <p>Meals are not available for all children in school</p> | <ul style="list-style-type: none"> • Pupils entitled to FSM receive entitlement in school • Issues with food poverty to be addressed through application to Early Help Hubs • FSM vouchers are given to eligible families who are not in attendance due to isolating as tested positively for covid-19 and are therefore isolating. • Should any future lock down be enforced, FSM vouchers may be issued in accordance with any government guidelines • Safe food preparation space, taking account of social distancing • Usual considerations in place for dietary requirements | SLT, Food contactors and staff | | |
| 5.9 Breakfast Club | Families are unaware of the current position and do not make their own arrangements for breakfast | <ul style="list-style-type: none"> • Breakfast club will resume, and the operation will comply with this risk assessment • Plans in process for resumption • Communication of changes in provision will take place and decisions passed on to parents/carers | SLT | | |

Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)

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| 5.10 Pupils with EHCPs | School unable to meet full provision required in line with EHCP | <ul style="list-style-type: none"> • Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan and school will work with parents/carers • Access support through health and social care offer • Support offered through LA SEND Panel/ Early Years Inclusion Support Service and other services • Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators have plans to meet these needs including use of social stories | Inclusion Team Leaders, SENCO and staff, SLT | | |
| 5.11 Immunisation Programmes | Immunisation programmes do not take place | <ul style="list-style-type: none"> • Local immunisation providers are to provide the usual immunisation programmes on site, ensuring these will be delivered in keeping with the school's control and hygiene measures • Staff and pupils will be allowed to attend medical appointments for the COVID-19 vaccination, if they occur during school opening hours • Further information on Government's vaccination plan can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/ | SLT, school nurse team | | |
| 5.12 Educational Visits | | <p>School visits resume from September 2021, including residential visits</p> <ul style="list-style-type: none"> • All trips will need a robust risk assessment and follow strict safety measures. | SLT, School Visits lead | | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>In the event of any visit:</p> <ul style="list-style-type: none"> i) Familiarity visits will be carried out, where possible and required ii) Use of outdoor spaces in the local area to support delivery of the curriculum will be planned iii) Usual full and thorough risk assessments in relation to all educational visits iv) The school will consult with the health and safety guidance on educational visits when considering visits and seek relevant parental consents <ul style="list-style-type: none"> • If planning an indoor or outdoor face-to-face performance in front of a live audience, you should follow the latest advice in the “working safely during COVID-19 in the performing arts” guidance • Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes the COVID-secure measures in place at the destination. • A full and thorough risk assessments in relation to all educational visits will be taken to ensure they can be undertaken safely • See further guidance if planning for domestic residential educational visits (in accordance with roadmap: annex C – further guidance on domestic residential educational visits) • Trips should be cancelled if any COVID-19 outbreaks are recorded within the setting. | | | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <p>International trips:</p> <ul style="list-style-type: none"> From the start of the new school term schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. | | | |
| 5.13 Use of school owned vehicles- mini-buses and cars | | <ul style="list-style-type: none"> Follow school policy and procedure on use, sign in and out and include recording of all names Use of hand sanitiser upon boarding and/or disembarking Cleaning of vehicle interior and door handles after each use Organised queuing and boarding | SLT, Trust Business Manager, Staff | | |
| <p>5.15 Impact of any new variants of the virus on the day to day running of the school</p> <p>Contingency planning for local or national lockdown</p> | New variants of the virus lead to outbreaks in school or the local community-affecting the R number | <ul style="list-style-type: none"> If BCC and/or PHE recommend actions relating to local variants, we will comply and seek further support if needed Any local outbreaks of any new variant(s) will be managed by PHE in partnership with schools, staff and families impacted. BCC's Local Outbreak plan can be found here: https://www.birmingham.gov.uk/info/50231/coronavirus_covid-19/2204/local_outbreak_plan_-_covid-19 The school has an outbreak plan and will follow it in the event of a localised or national measures | | The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first: <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • School Business Continuity Plan has been updated. • Proposed resourcing model is in place should local or national lockdown be required (including partial or full closure). • Arrange for communications to be available in readiness for release to staff and families to incorporate any advice from Public Health Birmingham. • Staff have been fully briefed on action planning for local lockdown or outbreak. • Parents are informed of the school's procedures for local lockdown. <p>In the event of a local or national lockdown the following Covid-19 control measure could be implemented to</p> <p>Resumption of bubbles:</p> <ol style="list-style-type: none"> 1) Blended learning offer to support continued delivery including support for pupils isolating or required to remain at home e.g. if clinically extremely vulnerable and advised by their clinician to remain at home. 2) Remote learning packages ready to offer where there is an outbreak as part of business continuity. 3) Consideration of remote learning for young pupils or those with SEND <p>Other measures could include:</p> <ul style="list-style-type: none"> • Use of face coverings if recommended by PHE • Information and guidance have been shared to support parents and carers of children who are learning at home | | <p>likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>WEFT must continue to work with their local health protection team who will be able to advise if additional action is required</p> <p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.</p> <p>Hospitalisation could indicate increased severity of illness or a</p> | |
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**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| | | <ul style="list-style-type: none"> • Resumption of former Risk Assessments to consider lockdown or partial opening as appropriate. • Consider impact of isolation for vulnerable children and ensure that key workers are notified of isolation and expected date of return. Implement an individual risk assessment if appropriate | | <p>new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents</p> <p>Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> | |
| Policy review | | | | | |
| 6.1 Policies and support on safeguarding, health and safety, fire evacuation, medical, medical, behaviour, attendance, mental health and wellbeing and other policies are fit for purpose in | Existing policies and support on safeguarding, health and safety, fire evacuation, medical, medical, behaviour, attendance, mental health and wellbeing and other policies are no longer fit for purpose in the current circumstances | <ul style="list-style-type: none"> • Safeguarding remains the highest priority and policy is updated to reflect any changes • All relevant policies have been revised to take account of government guidance on COVID-19, infection mitigation and its implications for the school • Staff, pupils, parents, governors and trustees have been briefed accordingly • The attendance team complete daily attendance registers • Safeguarding remains highest priority and policy is updated to reflect changes | SLT, ACOs, Director of Safeguarding, DSLs, staff | Amendments to policies are regularly reviewed to be fit for purpose under the current circumstances | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| <p>the current circumstances</p> | <p>High risk of increased disclosures from returning pupils</p> | <ul style="list-style-type: none"> • All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school • All DSLs have swift access to advice from LA, school / health visitors, social workers and police • School has made changes to day-to-day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in government guidance • DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils • Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision • Multi-agency arrangements in place to support early help • Staff have access to a range of support services and are prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home • Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general | | | |
| <p>6.2 Fire procedures are fit for purpose in</p> | <p>Fire procedures are not appropriate to</p> | <ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required (see policy), due to: <p>1) Reduced numbers of pupils/staff</p> | <p>SLT, staff</p> | <p>Daily review of staffing levels to ensure that there</p> | |

**Waverley School Risk Assessment
Wider Re-opening of School – September 2021 (updated 8 January 2021)**

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| <p>the current circumstances (see the amended policy for full details)</p> | <p>cover new arrangements</p> <p>Fire procedures are not appropriate to cover new arrangements</p> <p>Fire marshals absent due to self-isolation</p> | <p>2) Possible absence of fire marshals</p> <p>3) Social distancing rules during evacuation and at assembly points under applicable circumstances</p> <p>4) Possible need for different assembly point(s), e.g. to enable social distancing if the measure is in place</p> <ul style="list-style-type: none"> • Staff and pupils have been briefed on any new evacuation procedures. • Incident controllers and fire marshals have been trained and briefed appropriately. • Plans for fire evacuation drills during the first days of full opening for pupils are in planned to practice social distancing measures • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly | | <p>are sufficient fire marshals trained</p> | |
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| Assessment Completed By | Position/Role | Date | Review Date |
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| A Lloyd | Co-Principal | 8.1.22 | |

Ratified by the Board of Waverley Education Foundation on:

Signed:

Kamal Hanif OBE Chief Executive Officer

Date: 13 January 2022

