



Old Vicarage School

Department/Activity	Covid 19 (Coronavirus) – Full Opening Risk Assessment September 2021		
Location:	Old Vicarage School and Little Vic Pre-School		
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Employers must protect people from harm which includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the School environment. Schools are required to implement sensible and proportionate control measures to reduce the risk to the lowest reasonably practicable level.

This risk assessment is based on the principles and guidance contained within DfE guidance 'Guidance for full opening: Schools' (as most recently issued). The School will continue to check this guidance for updates and ensure that relevant advice is shared and followed. This risk assessment will be updated as necessary in accordance with this guidance and in response to our own reviews of the effectiveness of our procedures.

The School's Child Protection & Safeguarding Policy and Procedures, including the Covid-19 Safeguarding Annex, will continue to be followed, as appropriate, by all staff. Both documents are available on the policies page of the School website.

This risk assessment is divided into the following sections:

1. Main School Site - Minimising the spread of the virus through contact
2. Main School Site - Minimising the spread of the virus through touch
3. Main School Site – Controlling overcrowding at drop off and pick up times
4. Little Vic Pre-School – Minimising the spread of the virus

The following sections apply to all School sites:

5. Provision of personal care to pupils
6. Sports and offsite activities
7. Travelling to and from school
8. Visiting teachers, peripatetic staff and supply staff
9. Parent visits, meetings and activities
10. Contractors and deliveries
11. Minimising contact with those with coronavirus symptoms
12. Managing confirmed cases of the coronavirus (Covid-19) in the School community
13. Individuals who are shielding, clinically vulnerable or clinically extremely vulnerable
14. Supporting staff

1. MAIN SCHOOL SITE – MINIMISING THE SPREAD OF THE VIRUS THROUGH CONTACT	
Hazards	Control measures required to reduce the spread of the Covid-19 virus
General contact between pupils and staff	<p>Girls are no longer in year group bubbles and are mixing freely at times in the school</p> <ul style="list-style-type: none"> • Specialist teachers and their teaching assistants (art, music, PE & games) teach across the school but take appropriate distancing/hygiene precautions for their specialism • Staff are encouraged to be cautious in the evenings and at weekends and assiduous about following all Government guidelines. • Where it is safe to do so, windows and doors in communal areas throughout the school are being kept open for ventilation or individual classrooms • Staff are encouraged to take and report lateral flow tests twice weekly • PPE (masks, visors, gloves, aprons) is available for staff use.
Movement around the school	<ul style="list-style-type: none"> • Pupil movement around the school is being supervised by teachers. • Timetables have been designed to stagger timings for lessons and breaks for different sections of the school. • At lunchtime there will generally be two year groups in the playground.
Toilet/handwashing areas	<ul style="list-style-type: none"> • At break and lunchtimes, all girls will use the loos on the ground floor of building 48. • To avoid overcrowding, girls must ask permission to use the facilities.
Changing rooms	<ul style="list-style-type: none"> • Upper-school girls now share the basement cloakroom to hang up their coats/bags. Access is managed by teachers. • On the days when girls have sport at KGF, they come to school in PE kit and remain in it for the full day which negates the need to use crowded changing rooms.
Classrooms	<ul style="list-style-type: none"> • Teaching staff who need to wear a mask in the classroom are encouraged to wear a clear visor or use physical distance as a means of protection as a mask inhibits effective communication. • To keep rooms well ventilated during lessons, staff must open windows to leave a small gap (at the top if possible, to reduce draft) and keep the classroom door open. At the end of each lesson, staff should open windows more widely for a short period to refresh the air. <i>(Parents have been advised that pupils should always wear their cardigans and possibly a vest.)</i> • All air-conditioning units are safe - they pump in fresh air and extract air from one room only.
Playground (breaks)	<ul style="list-style-type: none"> • Generally, two year groups use the playground at any one time and the girls are supervised. • Hand sanitisers are installed on walls in the playground area. • Water fountains in the playground are now available for girls to use to fill up water bottles rather than drink from them.
Pupil dining room and lunch arrangements	<ul style="list-style-type: none"> • Two year groups (same year groups throughout the week) have lunch sitting together in the dining room • Lunchtimes are supervised by staff who will ensure there is minimal movement around the dining room
Staff dining room and lunch arrangements	<ul style="list-style-type: none"> • Staff are now using the staff dining room where no more than 15 staff can sit and eat together. • This is ventilated by the door to the kitchen yard being open. During very cold weather, the door will be regularly opened to ventilate the space • Pregnant staff may collect food and eat in their rooms or the staffroom.
Staff room	<p>Staff are now fully using the staff room without restriction</p> <ul style="list-style-type: none"> • While weather permits, the French doors and sash windows should be open at all times. • When it is colder, the sash windows should be open and doors opened at the end of breaks to ventilate the room. • Coffee/tea can be taken out of the staffroom in individual lidded mugs (provided by staff). This should not be consumed during lessons

Staff & Governor School meetings	<ul style="list-style-type: none"> Physical meetings between members of staff may take place if they can be held in a well ventilated room. Larger meetings may still be by Zoom/Teams. Morning briefings will take place in the staffroom, while the French windows can be fully opened, and thereafter in the Hall Termly committee meetings with staff and the Governors are taking place in school. Governors' meetings will take place in school with remote access being available if necessary.
School office	<ul style="list-style-type: none"> Staff are encouraged to sanitise hands on arrival and are required to sign in and out each day. Parents are asked to contact the school by telephone or email, if possible, rather than arrive in person.
After-School Care	<ul style="list-style-type: none"> To control numbers, parents are being asked to pre-book sessions rather than rely on the service as a last minute resource. Accurate records are being kept of daily pupil attendees. Girls will wash/sanitise their hands on arrival, before eating their snack.

2. MAIN SCHOOL SITE - MINIMISING THE SPREAD OF THE VIRUS THROUGH TOUCH

Hazards	Control measures required to reduce the spread of the Covid-19 virus
General cleaning routine	<ul style="list-style-type: none"> The School premises are thoroughly cleaned before the start of each school day including frequently touched surfaces such as desks, chairs, doors, sinks, toilets, light switches, handles, banisters etc. The School is deep cleaned during School holiday and half-term periods. The School will maintain ample stocks of cleaning/sanitising/disinfecting consumables.
Touching infected surfaces	<ul style="list-style-type: none"> The requirement for regular and thorough hand cleaning is now built into the school culture and staff will continue to issue regular general reminders. Pupils are required to clean their hands regularly with antibacterial soap and running water or hand sanitiser including when they arrive at school, when they return from breaks, and before and after eating. Hand sanitiser dispensers are available at all main entrances to the school. 'Catch it, bin it, kill it' procedures are promoted. Each classroom, office and the staffroom is equipped with lidded bins, tissues, hand sanitiser and disinfectant wipes. Antibacterial soap is available in all handwashing areas and replenished as required.
Food and Drink	<ul style="list-style-type: none"> Pupils: <ul style="list-style-type: none"> Breaktime snacks (fruit & biscuits) are provided in class labelled plastic boxes/brown bags. Whole fruit (rather than cut fruit) is provided for breaktimes, as well as some bagged portions of others such as grapes or apples Baked snacks are individually packaged. Packed lunches are pre-packed into individual paper bags. Pupils bring their own water. Staff: <ul style="list-style-type: none"> Staff may help themselves from the lunch buffet and take lunch to their room/staff room to eat. Hand sanitiser is available in the dining room and cutlery is individually wrapped. Staff must return their used plates/cutlery to the kitchen by 2pm each day. Staffroom biscuits are provided in individually packaged packs. Whole pieces of fruit or individual containers of cut fruit are provided in the staffroom.

3. MAIN SCHOOL SITE – CONTROLLING OVERCROWDING AT DROP OFF AND PICK UP TIMES	
<i>Hazards</i>	<i>Control measures required to reduce the spread of the Covid-19 virus</i>
Overcrowding at school entrances and exits	<ul style="list-style-type: none"> • Girls enter the black gate between 8.15 and 8.30 and line up in the playground • Early arrivals come to the front door and wait in the Hall until 8.15. • Parents are encouraged to drop and go • Staggered pick-ups are being used for different year groups <ul style="list-style-type: none"> ○ Reception – 3.15 ○ Year 1 – 3.20 ○ Year 2 – 3.30 ○ Years 3 & 4 – 3.50 ○ Years 5 & 6 – 4.00 • On Tuesdays, Thursdays and Fridays some year groups may be picked up from King George’s Field after Games/Swimming • Year 5 & 6 girls are permitted to go home independently provided their parents have given written permission for them to do so.

4. LITTLE VIC PRE SCHOOL – CONTROLLING THE SPREAD OF THE VIRUS	
<i>Hazards</i>	<i>Control measures required to reduce the spread of the Covid-19 virus</i>
General environment	<ul style="list-style-type: none"> • Pupils are required to wash their hands on arrival and throughout the day, roughly every hour. • On arrival, Little Vic girls change into their indoor shoes and place their outdoor shoes, backpacks, lunchboxes and water bottles in their own box. • Water bottles are kept in the individual boxes all day to avoid children accidentally drinking from another’s bottle. • During snack and lunch and carpet times the girls sit spaced out at tables. At carpet times, the girls sit spaced out on the carpet. • The outdoor space will be used extensively.
Bags & possessions	<ul style="list-style-type: none"> • Black school bags should only contain reading books and any laundered clothes to be returned to the kit bags kept at school. Parents are asked to check the bags every day and remove any excess items. • The only other items that children may bring to school are lunch bags, coats and gloves/scarves (if needed).
Visits to the main School	<ul style="list-style-type: none"> • To keep pupil bubbles separate, Little Vic pupils are not visiting the main School site. • ‘Before school care’ for Little Vic pupils is taking place at Little Vic rather than at the main site.
Spread of virus through touch	<ul style="list-style-type: none"> • All shared equipment, indoor and outdoor will be regularly cleaned by teaching staff. • The premises are thoroughly cleaned and sanitised before the start of each school day, including frequently touched surfaces such as photocopiers, desks, chairs, doors, sinks, toilets, light switches, banisters etc. • The School will maintain ample stocks of cleaning disinfectant and bleach and other essential consumables. • Staff clean the main desk, phone and computer mouse, keyboard and kitchen surfaces regularly throughout the day with disinfectant wipes/solution.
Toilet/handwashing	<ul style="list-style-type: none"> • Staff supervise the toilet/handwashing facilities to avoid overcrowding.
Lunch times (staff)	<ul style="list-style-type: none"> • Staff go up to the main school building every day to collect their lunch. • Staff should take care to keep a social distance from staff not in their bubble.
Little Vic office	<ul style="list-style-type: none"> • Parents will be encouraged to contact the LV by telephone or email rather than in person. • Parents who need to visit LV are being asked to wear face masks.

Drop off and pick up times	<ul style="list-style-type: none"> • Staff will be wearing masks/visors at pick-up and drop-off times. • Parents/nannies are asked to line up on cones and children are dropped off and dismissed one at a time. Only one adult should be in attendance. • Parents/nannies are asked to wear a face covering and drop-off and pick up times as the narrow pavements and doorways make strict social distancing very difficult. • Parents will not be able to have a detailed conversation with the staff on arrival/departure. They will be asked to contact the office or communicate with staff via email/phone. • Two members of staff are at the entrance at drop off and pick up times to collect the children from their parents and walk them safely into the building and vice versa. • After collection, adults are asked to move promptly away from the front of the school building to allow other children to be collected safely without the space becoming overcrowded.
Birthdays (pupils)	<ul style="list-style-type: none"> • Staff will not hand out sweet treats or birthday cakes in school or accept and pass on party bags or gifts. Parents are asked not to bring these into the school.
Offsite educational trips	<ul style="list-style-type: none"> • Schools are permitted to resume educational visits provided they keep children in their bubble and follow the COVID-secure measures in place at the destination. • When these trips are planned the standard OVS trip risk assessment will include details of the specific COVID safety measures that will need to be followed.
Pupils attending other nursery settings	<ul style="list-style-type: none"> • During this period, children may not attend Little Vic if they are also attending another nursery setting. The risk of cross-contamination between children/families is too great.
Social distancing outside school	<ul style="list-style-type: none"> • Parents are asked to ensure that their children still follow the social distance guidance outside school, which means no 'play dates' with other children not in the same class 'bubble'. • Parents are asked to remind their children about being respectful of distance from others when out and about.

5. PROVISION OF PERSONAL CARE TO PUPILS

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Toilet Accidents / Sickness	<ul style="list-style-type: none"> • If there is a toilet problem with a younger child, staff will assist. • If there is a sickness problem with a child, staff will clean and disinfect the area immediately.
PPE for staff use	<ul style="list-style-type: none"> • Masks, visors, gloves and aprons are available in the school office for staff use in these circumstances.

6. SPORTS & OFFSITE ACTIVITIES

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Sports lessons	<ul style="list-style-type: none"> • Girls are transported to the sports field, by coach and/or School minibus. • The School has obtained confirmation from its external coach provider that appropriate precautionary measures are being taken in relation to the cleaning of their vehicles. • The drivers will keep the minibus as well ventilated as weather and safety concerns will allow. • When the sports lesson is the first timetabled lesson, parents are asked to take their children directly to the sports field and deliver them into the care of the sports staff. For those parents who cannot do this, a coach will take girls from the School to the sports grounds. • When the sports lesson is the last timetabled lesson, parents are asked to collect their children from the sports fields. Girls who cannot be collected from the sports field will return to the School with the staff, by coach or minibus. • The toilet facilities at King George's Fields are cleaned regularly by the OVS cleaning staff.
Sports fixtures between schools	<ul style="list-style-type: none"> • Inter-school sports fixtures have recommenced. • Each school team will provide their own first aid kit. • Any shared equipment (eg. balls) will be sanitised before each game • Shared toilet facilities will be cleaned regularly • Match teas will be provided and individually packed. Each attendee will have water bottles with them.

Offsite educational trips	<ul style="list-style-type: none"> Schools are permitted to resume educational day trips provided they keep children in their bubble and follow the COVID-secure measures in place at the destination. When these trips resume at OVS, the standard OVS trip risk assessment will include details of the specific COVID safety measures to be followed.
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7. TRAVELLING TO AND FROM SCHOOL

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Public transport	<ul style="list-style-type: none"> Teaching staff who need to use public transport should wear masks on those journeys. To assist as an alternative to public transport, the School offers the 'Cycle to Work' employee benefit scheme to all staff.
School minibus (school run & games fixture service)	<ul style="list-style-type: none"> Girls on school bus runs are required to wear a face covering during the journey because the minibuses are a confined enclosed space. Emergency supplies of child masks, hand sanitiser, tissues and disinfectant wipes are carried on the minibuses. Girls who use the School minibus service should wash their hands before leaving home/school. The drivers will ensure that seats, seatbelts and surfaces are thoroughly cleaned and disinfected between journeys. The drivers will keep the minibus as well ventilated as weather and safety concerns will allow.

8. VISITING TEACHERS, PERIPATETIC STAFF AND SUPPLY STAFF

Hazards?	Control measures required to reduce the spread of the Covid-19 virus
Visiting teachers and peripatetic staff	<ul style="list-style-type: none"> Visiting French and Mandarin teachers and peripatetic music staff have returned to the school and are required to take the same hygiene precautions as other members of staff.
Supply teachers and other supply staff	<ul style="list-style-type: none"> Schools are permitted to engage supply teachers and other supply staff during this period. To reduce the number of contacts, the school will try to keep supply arrangements to a minimum and request the same members of supply staff from the agency where it is possible and appropriate to do so. Supply staff will be required to follow School's hygiene and social distancing arrangements.

9. PARENT VISITS, MEETINGS AND ACTIVITIES

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Parent meetings	<ul style="list-style-type: none"> Physical meetings with groups of parents will be reintroduced and may also be by Zoom Parents are encouraged to wear masks – particularly for pregnant staff or when in a crowded room. Physical meetings will take place in a classroom or other large space.
Parent Events	<ul style="list-style-type: none"> Parent events such as assemblies and nativity plays will be reintroduced following guidance in operation at that time. FOV's (Friends' of Old Vicarage) parent fundraising events are restarting with awareness of spacing and ventilation (Autumn – Fair at Polo Club and Gala Drinks in marquee at Richmond Gold Club)
Parent volunteer activities	<ul style="list-style-type: none"> Parent volunteers will not be reintroduced until October 2021 at the earliest. Parent volunteers will be asked to follow the same guidance as for staff – if staff are still taking a lateral flow test twice a week, parents should be asked to do so before coming in. Parent volunteers may accompany school trips and will be required to follow the same guidance as other members of staff. Parents accompanying school trips are encouraged to take a lateral flow test within 24 hours prior to the trip.

Potential new parents	<ul style="list-style-type: none"> • Individual appointments may be made to show parents around the School at times when the children are in their classrooms, or after-hours. • Individual appointments are being made to show parents around the Little Vic pre-school • Open morning events will restart by the group sizes will be reduced to 15 in each time slot. Parents will be asked to wear face coverings while touring.
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10. CONTRACTORS AND DELIVERIES

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Contractors needing to come on site during school hours	<ul style="list-style-type: none"> • The School will ensure that necessary compliance H&S checks take place during holiday periods or at weekends. • Non-emergency work will, wherever possible, be undertaken at weekends or outside of operating hours. • Any contractors that come on site during the day will be required to wash their hands/use hand sanitiser on arrival and wear a mask. • Contractors will be expected to wear masks and will be accompanied by a member of OVS staff when on site.
Deliveries to the School	<ul style="list-style-type: none"> • Deliveries of post/items, including those requiring a signature, are carefully and swiftly managed by office staff. • Catering suppliers deliver orders to the kitchen entrance (not used by pupils).

11. MINIMISING CONTACT WITH THOSE WITH CORONAVIRUS SYMPTOMS

<p><u>General notes:</u></p> <ul style="list-style-type: none"> • Any individual (pupils, staff, other adults) must not come into the school if they have coronavirus symptoms. • Possible symptoms are a high temperature, a new continuous cough or a loss of sense of smell or taste. • Tests for anyone <u>with symptoms</u> can be booked online through the NHS testing and tracing website or ordered by telephone via NHS 119. Anyone involved in education has priority access to testing. • All children can be tested, including those under 5 years of age. • Parents and staff should immediately inform the school of the results of a test. 	
Hazards	Control measures required to reduce the spread of the Covid-19 virus
Anyone developing symptoms during the school day	<ul style="list-style-type: none"> • Anyone developing symptoms during the day must be sent home. They should arrange to have a PCR test to see if they have coronavirus. They should self-isolate until they receive the results of the PCR test and then follow guidance from Test and Trace. • Any member of staff who helped someone with symptoms and any pupils who were in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive, or they have been requested to do so my NHS Test and Trace.
Child with symptoms awaiting collection	<ul style="list-style-type: none"> • If a child is awaiting collection, they should ideally be moved to a well-ventilated room where they can be isolated with appropriate adult supervision. • If this is not possible, the child should wait at least 2m away from other people. • If the child needs to go to the toilet, they should use a staff toilet which should then be cleaned and disinfected before being used by anyone else. • If a 2m distance cannot be maintained (such as for very young child) appropriate PPE must be worn by staff caring for the child whilst they await collection (disposable gloves, disposable apron, a fluid resistant face mask and visor).
Testing positive for Covid-19 WITH SYMPTOMS	<ul style="list-style-type: none"> • Following government guidance, If someone tests positive, they should self-isolate for at least 10 days from the day they first became ill with the symptoms. • After this period, they may only return if they do not have symptoms other than a cough or loss of sense of smell/taste which can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

	<ul style="list-style-type: none"> Other members of their household (including siblings) should take a PCR test . Government guidance suggests they do not need to self-isolate while waiting for the results. For the effective management of the school, OVS will require self-isolation until the result it received.
Testing positive for Covid-19 WITHOUT SYMPTOMS	<ul style="list-style-type: none"> If someone tests positive whilst not experiencing symptoms, they need to self-isolate for 10 days from the date of the positive test. If they subsequently develop symptoms during their isolation period, they should restart the 10 day isolation period from the date they develop symptoms. Other members of their household (including siblings) should take a PCR test. Government guidance suggests they do not need to self-isolate while waiting for the results UNLESS they have symptoms. For the effective management of the school, OVS will require self-isolation until the result it received. If they develop symptoms while waiting for the result, they are required to self-isolate for 10 days
Testing negative for Covid-19 WITH SYMPTOMS	<ul style="list-style-type: none"> If someone who had experienced coronavirus-like symptoms tests negative on a PCR test, and they now feel well and no longer have coronavirus-like symptoms, they can stop self-isolating.
'Close contact' with someone OUTSIDE THE SCHOOL who has tested positive for Covid-19	<ul style="list-style-type: none"> If someone is made aware that they have been in close contact with someone outside the school who has tested positive for coronavirus, they should take a PCR test. They should remain at home until they receive the result. If the result is negative, they continue as normal. If the result is positive, they will need to self-isolate and provide Test and Trace with any of their close contacts as requested

12. MANAGING CONFIRMED CASES OF THE CORONAVIRUS (COVID 19) IN THE SCHOOL

Note:

'Close contact' with an infected individual means:

- Face to face contact (within 1 metre) for any length of time, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin).
- Sustained face to face contact (within 1 to 2 metres) for more than 15 minutes.
- Travelling in a small vehicle, like a car, with an infected person.

Hazards	Control measures required to reduce the spread of the Covid-19 virus
If someone who has attended the school premises tests positive for coronavirus	<ul style="list-style-type: none"> The School should contact the DfE Helpline: 0800 046 8687 - select 'Option 1' for advice on the action to take in response to a positive case. <ul style="list-style-type: none"> The call will be directed to a dedicated NHS team of advisors who will give advice on the action to take based on the latest public health advice. The helpline is open on weekdays (8am – 6pm) and weekends (10am to 4pm). If further expert advice is required, the NHS adviser will escalate the call to the local Health Protection Team (HPT) who will: <ul style="list-style-type: none"> Work through a rapid risk assessment with the School and identify next steps. Liaise with the School to identify close contacts. Confirm which individuals must be sent home to self-isolate for 14 days (a template letter will be provided by the HPT). Household members of those contacts who are sent home do not need to self-isolate themselves unless the individual who is self-isolating subsequently develops symptoms. <p><u>Schools must not share the names of people with coronavirus unless essential to protect others.</u></p> To assist the NHS/HPT, the School should maintain central records of pupil groups and staff in each group – there is no need to ask pupils who they have spent time with each day or ask staff to keep definitive records.
If someone in the school who has been asked to self-isolate <u>per government guidelines</u> develops symptoms themselves within their 14-day isolation period	<ul style="list-style-type: none"> If someone who is self-isolating develop symptoms, they should get a test and: <ul style="list-style-type: none"> If the test is negative, they may return to school. If the test is positive, they should inform the School immediately (who will inform the DfE/NHS advice team) and isolate for at least 10 days from the onset of their symptoms. This could mean the self-isolation ends before or after the original 14 day period. Members of their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

	<ul style="list-style-type: none"> Schools should not request evidence of negative test results or other medical evidence before admitting children after a period of self-isolation.
Potential outbreak: Five or more confirmed cases within 14 days, or an overall rise in sickness where the virus is suspected	<ul style="list-style-type: none"> The School must work with the HPT team who will advise if additional action is required such as recommending that a larger number of other pupils isolate at home. The School should not consider whole school closure except on the advice of the NHS team. The School may ask pupils to take daily lateral flow tests (or in certain cases ask groups of pupils to take PCR tests). If an outbreak in a school is confirmed, a mobile testing unit may be sent to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school.

13. INDIVIDUALS WHO ARE SHIELDING, CLINICALLY VULNERABLE OR CLINICALLY EXTREMELY VULNERABLE

Notes:

- Shielding advice for all adults and children was paused on 1 August 2020 but remains subject to local conditions. If rates of coronavirus rise in local areas, individuals may be advised to shield for a temporary period.
- The risk of transmission between adults and young children is likely to be low but adults should take care to social distance from other adults.

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Pupils	<ul style="list-style-type: none"> All pupils, including those who are clinically extremely vulnerable, should attend school unless they are one of the very small number of pupils under paediatric care and have been advised specifically by their GP or clinicians not to attend school. If a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will be given access to remote education and their absence will not be penalised. Staff or pupils who live in a household with someone who is clinically extremely vulnerable, may continue to come to the School. Pupils who live in a household with someone who is clinically extremely vulnerable, may continue to come to the School.
Staff	<ul style="list-style-type: none"> Only clinically extremely vulnerable staff, who have been identified through a letter from the NHS or from their GP, are advised to work from home. These staff should talk to the Head about how they will be supported during their period of their absence including working from home where possible. Staff who live in a household with someone who is clinically extremely vulnerable, may continue to come to the School. Clinically vulnerable staff should take particular care to observe good hand and respiratory hygiene, clean frequently touched areas or objects, and minimise contact and maintain social distancing, especially from other adults. Pregnant staff who fall into the 'clinically vulnerable' category should follow the above advice. The School will conduct an individual workplace risk assessment with them and follow the latest guidance from the Royal College of Obstetrics and Gynaecology (RCOG) for those women from 28 weeks gestation or with underlying health conditions and the advice of the staff member's medical team.

14. SUPPORTING STAFF

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Staff mental health and wellbeing	<ul style="list-style-type: none"> The Head will regularly explain to staff, the measures that have been put in place to mitigate the risks and protect them from harm and should encourage their involvement in this process. Staff should continue to observe good hand and respiratory hygiene. Staff, including visiting and peripatetic staff, are encouraged to take a regular lateral flow test for Covid-19. Test kits are available, free of charge, from the School. Staff that do take these tests are required to report their results to the NHS and to the School. <u>Note:</u> Taking the test is not mandatory and members of staff do not need to provide proof of a negative result in order to attend school in person.

	<ul style="list-style-type: none"> • Members of staff who are 'vulnerable' or who are worried about their personal circumstances or characteristics which may place them at comparatively increased risk should discuss their concerns with the Head. • The School subscribes to the Education Support Employee Assistance Plan which provides a free 24/7 helpline for school staff and targeted support for their mental health and wellbeing.
Staff deployment	<ul style="list-style-type: none"> • The School may need use staff more flexibly during this period. Any changes to staff roles will be discussed with individuals.