

Frimley Church of England Junior School

COVID-19 Risk Assessment 6 July 2020 (to come into effect from 1st September 2020)

The measures set out in this risk assessment provide a framework for school leaders to put in place proportionate protective measures for pupils and staff for September 2020. **The Governing Body/Trust Board must take ownership of the risk assessment and have oversight of the principles behind its contents.**

School Leaders should share their risk assessment with the school workforce and should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

Schools should also review and update their wider premises, staff and pupil risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

Lockdown 5th January 2021: Colleges, primary (reception onwards) and secondary schools will remain open for vulnerable children and the children of critical workers only. All other children will learn remotely until at least February half term.

The new variant (of COVID) transmits more easily than the previous one but there is currently no evidence that it is more likely to cause severe disease or mortality. The way to control this virus is the same, whatever the variant. It will not spread if we avoid close contact with others. Wash your hands, wear a mask (when necessary), keep your distance from others, and reduce social contact in line with guidance (smaller numbers in bubbles where possible). It remains vital that these measures, along with enhanced environmental cleaning and ventilation, are practised stringently.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

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The following school policies (but not limited to) should also be reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *First Aid Policy*
- *School Emergency Plan*
- *School Business Continuity Plan*
- *Premises Lettings Policy and Contract*

Issued on behalf of the Surrey Recovery Planning Team

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures		<ul style="list-style-type: none"> • Health and Safety Policy has been updated in light of the COVID-19 advice • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy (includes First Aid) 	Y			L

		<ul style="list-style-type: none"> - “Measures for managing Covid 19” policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school’s infection control procedures in relation to coronavirus. • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In all of these circumstances, the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. 				
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		<ul style="list-style-type: none"> • Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus from other parents. • We will follow the flow diagram produced by PHE South East Health Protection Team if there are any suspected or confirmed cases in school • Any visitors or contractors who need to come into the school buildings during the school day will have their temperature checked and recorded. If they are displaying a high temperature (37.8+) they will not be able to come in. We will keep contact details for these visitors for 21 days for ‘Test and Trace’ purposes. • On return to school, after a period of absence for enforced quarantine, self-isolation or any illness, all staff and pupils will have their temperature checked. If above 37.8, they will be asked to continue self-isolating until temperature returns to normal. 				
<p>Prevention</p> <p>1. Minimise contact with individuals who are</p>		<ul style="list-style-type: none"> • Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or anyone developing those symptoms during the school day is sent home. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of 	Y			L

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<p>unwell with COVID-19 symptoms</p>		<p>taste or smell (anosmia), they (and any siblings and other family members) are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> • If a child is awaiting collection, they are moved, where possible, to the 'air lock' area by reception, with appropriate adult supervision if required. A window in reception should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. The door to the main reception area will remain closed. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (disabled toilet). The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>. • PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</u>. 				
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		<ul style="list-style-type: none"> • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance 				
<p>Prevention</p> <p>2. Good hand hygiene practice</p>		<ul style="list-style-type: none"> • The School will ensure that pupils clean their hands regularly (at the classroom sinks using soap and water), including when they arrive at school, when they return from breaks, when they change rooms, on entering and leaving the classroom and before and after eating. • Supervision of hand sanitiser use will take place due to risk around ingestion. • The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. • Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face 	Y			L

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		<p>coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children’s social care</u> provides more advice.</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available. All classrooms have sinks. Where a sink is not nearby, hand sanitisers are provided in other learning environments (eg hall, the Hub, reception area, intervention rooms). 				
Prevention 3. Good respiratory hygiene		<ul style="list-style-type: none"> • ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine. • Younger pupils and those with complex needs are helped to follow this. <p>Where possible, windows are opened to keep rooms ventilated: try and open high windows to avoid too much draft if possible and open extra windows/doors during break and lunch when no one is the classroom.</p>	Y			L
Prevention 4. Enhanced cleaning		<ul style="list-style-type: none"> • Surfaces that pupils are touching (such as toys, books, shared resources, computers, sinks, toilets, light switches) are cleaned more regularly than normal; • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed. • Each year group is allocated a specific toilet block and toilets will be cleaned regularly. Pupils are encouraged to clean their hands thoroughly after using the toilet and before re-entering the classroom. We will operate a “one in, one out” system so only one child is in the toilet area at any one time. Marked spots will indicate where children should wait outside the toilet area. • Shared staff rooms are cleaned between use by different year groups. • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. 	Y			L

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		<ul style="list-style-type: none"> Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <u>DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</u> The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
Prevention						
5. Minimise contact		<ul style="list-style-type: none"> The number of contacts between pupils and staff is reduced. During the national lockdown (commencing 5th January 2021) we will limit bubble sizes to 15 where possible. We will keep groups separate at all times including break and lunch time and through maintaining distance between individuals. The guidance below is applied throughout the whole school day, including Early Morning Club and Frimley Fusion. The balance between the groups and social distancing is based on: <ul style="list-style-type: none"> Pupils ability to distance; The layout of the school site; 	Y		13.1.21	L

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		<ul style="list-style-type: none"> • The feasibility of keeping distinct groups separate while offering a broad curriculum More information on groups can be found in COVID-19: Guidance for full opening • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults: during the national lockdown (commencing 5th January 2021), all teachers and LSAs are based with one year group only wherever possible. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. during the national lockdown (commencing 5th January 2021) we are avoiding using staff who are working in other schools wherever possible • Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. • Adults should maintain 2 metre distance from each other and from children where possible. • Where it is not possible for staff from different bubbles and/or when meeting with visitors to maintain a 2m distance, face coverings should be worn. • Pupils old enough should be supported to maintain distance and not touch staff and their peers. • Classrooms and other learning environments are organised to maintain space between seats and desks where possible. 				
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		<ul style="list-style-type: none"> • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Large gatherings such as assemblies are avoided, and groups kept apart. • The timetable is revised to implement where possible: <ul style="list-style-type: none"> ○ Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; ○ Maximise the number of lessons or classroom activities which could take place outdoors; ○ Daily Acts of Collective Worship to take place in own classroom; ○ Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time and children remain with their bubble at these times; ○ Drop-off and collection times are organised to reduce congestion in any one area, and communicated to parents; ○ Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact; • Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. They are seated at the same desk every day; • Mixing within our school is minimised by: <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ one-way circulation around the school to keep groups apart as they move through the setting where spaces are accessed by corridors; ○ staggering lunch breaks and pupils clean their hands beforehand and enter the hall in their year group bubble 				
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	<ul style="list-style-type: none"> • The use of shared space such as the hall is limited to wrap around care and lunchtime and there is cleaning between use by different groups; • The use of staff rooms and offices is staggered to limit occupancy. We have two areas for staff rooms and year group staff are allocated to a specific one so only one year group bubble is in each area at one time. The areas are cleaned between use by the different bubbles. • Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. • Classroom based resources (and those used at Early Morning Club and Fusion), such as books games and basic percussion instruments, are used and shared within the year group; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or across the year group, such as sports, art, science and music equipment are cleaned frequently and meticulously and always between year groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups; • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, water bottles, coats, reading book, homework diary and a small pencil case containing the basic list of items. • If a parent insists that their child brings in a mobile phone, it will be left in an allocated space in their classroom and collected at the end of the school day. • Bags are allowed. 				
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		<ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared; • Physical Education classes will be kept to normal classes and sports equipment thoroughly cleaned between use by different groups. Contact between pupils to be avoided and social distancing encouraged where possible . Outdoor sports to be prioritised. No indoor PE lessons. <u>COVID-19: Guidance on phased return of sport and recreations.</u> • We will not plan for any lessons which include loud singing, chanting, playing wind or brass instruments or shouting, as these may cause an additional risk of infection • There is a clear signing in/collection system in place at both Early Morning Club and Fusion to avoid contact and sharing of resources • All snacks provided at Fusion are pre-packaged so staff will not be handling the food that is given to the children 				
<p>Prevention</p> <p>6. Where necessary, wear PPE</p>		<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	Y			L

		<ul style="list-style-type: none"> • Read the guidance on <u>safe working in education, childcare and children’s social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. • Schools and colleges have the choice to ask that staff and other visitors wear face coverings in areas outside the classroom where social distancing is difficult, if they think that is the right thing in their school. Primary school children will not need to wear a face covering. • In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances. 				
<p>Response to infection 7. Test and trace</p>		<ul style="list-style-type: none"> • NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be 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 ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) ○ If your child has been a close contact of someone who has tested positive, and subsequently develops symptoms but has a negative test result, they will still need to self-isolate for the full 10 days. 	Y			L

		<ul style="list-style-type: none"> • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. • The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> ○ If someone tests negative and they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. ○ If someone test positive they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. On return to school, after a period of absence for a positive COVID-19 test, all staff and pupils will have their temperature checked. If above 37.8, they will be asked to continue self-isolating until temperature returns to normal. Other members of their household should also self-isolate for the full 10 days. <p>In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils and household members will be asked to self-isolate in their homes for 10 days.</p>				
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		Your child does not need a test if they are advised to self-isolate because they have been in close contact with someone who has tested positive for coronavirus (COVID-19), for example, another pupil in their class, but are not showing symptoms themselves				
Response to infection						
8. Managing confirmed COVID-19 cases		<ul style="list-style-type: none"> • PHE flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. • Based on the advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> - Anyone living in same household as someone with coronavirus symptoms or who has tested positive for coronavirus - Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus with a PCR or LFD test <ul style="list-style-type: none"> - face to face contact including being coughed on or having a face to face conversation within 1 metre - been within 1 metre for one minute or longer without face to face contact - been within 2 metres of someone for more than 15 minutes (either as one off contact or added up together over one day) - Travelling in a small vehicle, like a car, with an infected person <p>Decisions may be made to temporarily send home a group of children until further official guidance can be received.</p> <ul style="list-style-type: none"> • Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has. 	Y			L

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		<ul style="list-style-type: none"> • Parents will be informed by email of any confirmed case or if a class/year group need to be closed due to staff shortage (template emails provided by HT, in line with Surrey guidance). A follow up telephone call will be made to parents if a child has not been collected within one hour of the email being sent. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. • Remote education plans are in place for individual pupils or groups of pupils self-isolating. 				
<p>Response to infection 9. COVID-19 spreading in the school community</p>		<ul style="list-style-type: none"> • Mass testing of staff will take place twice a week (to identify asymptomatic cases) and staff will take these tests at home. • These Lateral Flow tests are to be taken 3-4 days apart on the designated days. • Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. Staff able to ask key questions about the testing process and the effectiveness of these. • The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic. Staff have been briefed about the purpose and reasons for the tests being implemented. • Tests to be taken before staff come into work. • Results are communicated to the school straight after the test is completed, as outlined in staff guidance, so that immediate contact tracing can occur in school and appropriate action taken for close contacts to self-isolate. • Staff must report their result to the NHS as per the instructions/staff guidance as soon as the test is completed either online or by telephone 	Y		25.1.21	L

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		<p>as per the instructions in the home test kit: www.gov.uk/report-covid19-result</p> <ul style="list-style-type: none"> • Staff must book a confirmatory PCR test if they receive a positive result on their lateral flow test and inform the school of the result. • Information given to staff including what rapid testing is, about using the how to guide and the video content available. • School has an identified COVID coordinator, who is also the registration assistant • Staff sign for their test kits and lot number is recorded against their name. • Staff know how they can collect their tests and the instruction for use to ensure they collect and use the correct instruction when testing. • Staff understand the requirement for them to report their test results. • Staff understand the process and who to contact if they have an incident while testing at home. • If test is void, take another test. If 2 void results in a row, a PCR test should be taken. • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. • Tests to be kept securely to prevent unauthorized access.: Stored in a cool, dry place, temperature between 2 and 30 degrees. • Person giving out kits should wear appropriate face covering at all times and maintain 2m from staff coming to collect their test risk. • Regular communication with staff about the testing process. • Follow quality checklist – how to test information general guidance. • 				
<p>Response to infection</p> <p>10. Contain any outbreaks</p>		<ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. 	Y			L

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		<ul style="list-style-type: none"> Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. Remote education is in place for individual pupils or groups of pupils self-isolating and parents have been informed about our approach. 				
Emergencies		<ul style="list-style-type: none"> All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required. Parents are contacted as soon as practicable in the event of an emergency. Pupil alternative contacts are called where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y			L
Managing School Transport		<ul style="list-style-type: none"> Parents and pupils are encouraged to walk or cycle to their education setting where possible; Parents and pupils are discouraged from using public transport, where possible particularly during peak times; If your child needs to share a car to school with someone outside of their support bubble or household, they should: <ul style="list-style-type: none"> share with the same people each time open the windows for ventilation if they are aged 11 or over, wear a face covering 	Y			L

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		For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.				
National Lockdown (commencing 5 th January 2021): Home Learning and Live Teaching		<ul style="list-style-type: none"> • Protocol shared with all staff, children and parents including crib sheets • Parents have been given instructions for signing up to Teams for a weekly 'live' lesson • Children are encouraged to respond to a 'virtual registration' general email initiated from within school between 9 and 10 each morning. School staff keep a record of children who have not registered and a member of SLT or classteacher will contact parents if there is a concern about non-attendance/communication. If the concern remains after several attempts to contact the family, we will contact the Inclusion Team for advice and this might include a visit to the home. • Pre-recorded teaching videos are saved onto Youtube and links shared with staff, children and parents • All children learning at home on a regular basis (ie not because they have been required to self-isolate) are invited to attend a weekly 'live lesson' via Teams, along with peers from their class . The link to the weekly lessons will be emailed (at the start of the lockdown period) to their parents email address that they have provided to the school for this purpose • All children and parents have been provided with safeguarding protocol for accessing "live" lessons • 'Live lessons': No 1:1s, groups only; Staff and children must wear suitable clothing, as should anyone else in the household; any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background; all live classes are recorded and backed up on the school server, so that if any issues were to arise, the video can be reviewed and accessed in line with retention policies; live classes should be kept to a 	Y		8.1.21	L

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		reasonable length of time, or the streaming may prevent the family 'getting on' with their day ; language must be professional and appropriate, including any family members in the background				
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