

## THE PARTNERSHIP TRUST RISK ASSESSMENT – March 2021

ACADEMY SCHOOL NAME	Cameley Church of England Voluntary Controlled Primary School		
Name of assessor	Hannah Maggs	Date	Discussed Governors August 2020 Shared with staff 1/9/20 Shared with staff and governors 2/9/20 after consultation Revised weekly – most recent revision 22/3/21
Risk Assessment of	CORONAVIRUS (Covid-19)	Date: 5/3/21	Term 4 2020-2021

This risk assessment addresses the management of risk associated with contracting Covid 19 within the school setting.

It is underpinned by the following systems of control. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below and the following guidance

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools \(updated 22nd February\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-(updated-22nd-February))

### Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Where recommended, use face coverings within school setting and at drop off and pick up
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and other proven substances.
7. Where necessary, wear appropriate PPE.
8. Always keep the school building throughout well ventilated (all spaces are occupied throughout school)

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Numbers 1 – 5 and number 8 must be in place in throughout Cameley Church of England Primary School, all the time.

Number 6 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

9. Engage with the NHS Test and Trace process.

10. Manage confirmed cases of coronavirus (COVID-19) amongst Cameley CEVC community.

11. Contain any outbreak by following local health protection team advice.

Numbers 9-11 must be followed in every case where they are relevant.

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The Risk assessment takes into consideration the following school documentation and should be read alongside these documents for more information

1. Actions for schools during the coronavirus outbreak (February 2021)
2. Operational Plan (March 2021)
3. Recovery Curriculum Principles and Models
4. Behaviour Policy – COVID-19 Annex
5. Safeguarding Policy – COVID-19 Annex
6. Health and Safety Policy – COVID 19 Annex
7. Personal risk assessments / behaviour plans for named pupils
8. Volunteer Policy

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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional Controls	Action / monitored by whom?	Action/ monitored by when?
				L	M	H			
Poor hygiene/ spread of coronavirus	People who are extremely clinically vulnerable or clinically vulnerable to complications from COVID-19  All school staff and pupils	Acute health complications and potential death as a result of contracting COVID-19  Increase in the rate of infection and transmission	<a href="#">Link to DfE guidance</a> <b>Actions for schools during the coronavirus outbreak</b> <ul style="list-style-type: none"> <li>• HSE guidance on hygiene and hand sanitising</li> <li>• Handwashing routines are in place – on entry to school, before and after breaks and lunch, on exit from school and regularly in between; Culture embedded that children wash hands and sanitise routinely throughout the day.</li> <li>• Instruction in good handwashing will be re-visited with all children, particularly on Monday mornings and after bubbles returning to school.</li> <li>• Younger children will be supervised when washing their hands;</li> <li>• Hand sanitiser is provided each day by adult at main entrance to school;</li> <li>• Hand sanitiser is also available in classrooms for regular use and this is utilised as demonstrated above (see separate hand sanitiser gel risk assessment);</li> <li>• Children will be asked to have clothes washed several times per week. Flexible approach to uniform to be taken for Term 4 again, in line with weather, covid and building works. Although government guidance does not suggest uniform to be cleaned more often, due to the current circumstances of our school this is pertinent</li> <li>• Operational plan includes all information on good hygiene practices expected, including hand and respiratory hygiene.</li> </ul>				No additional control measures needed at this point, to be reviewed weekly	Action: All staff  Monitored by: HM/ CG	Daily monitoring, ongoing.  Risk controls in place for 5/3/21

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			<ul style="list-style-type: none"> <li>• Posters and adults draw attention to hand and respiratory hygiene displayed in key areas throughout school.</li> <li>• Provision of PPE for staff providing intimate care not advised unless this was in child's care plan ahead of C-19 (applicable to four children as a result of care plan and following current guidelines regarding Nursery pupils)</li> <li>• Use of strategies to support children with additional needs to understand their new processes, e.g. supported learning to understand the new systems, routines through social stories, symbols and other support mechanisms</li> <li>• Staff to wear masks in any communal areas/ corridors or when entering someone else's bubble.</li> <li>• Staff able to wear visors when in school when working in close contact with students;</li> </ul>						
Coming into contact with infected surfaces /resources	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	<p style="background-color: yellow;">Link to <a href="#">Guidance on Cleaning Non-Healthcare settings outside the home</a></p> <ul style="list-style-type: none"> <li>• Enhanced cleaning will continue, with additional cleaning hours in place;</li> <li>• Chemical disinfectant meeting BS EN 1276 to be used throughout the school;</li> <li>• Staff will continue to wipe down frequently used surfaces regularly, using the recommended cleaning materials to clean toilets, sinks, table tops, door handles, light switches and other frequently touched points;</li> <li>• PE equipment will be cleaned after use and before another bubble uses it, rotated for 48 hours/72 hours is more than one class needs to use these;</li> <li>• Each bubble will have their own play equipment for use at playtime, not shared with the other bubble.</li> </ul>					Action: All staff  Monitored by: HM	Daily monitoring, ongoing.

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			<ul style="list-style-type: none"> <li>PE will take place outdoors where possible, or alternatively seek to use the village hall space;</li> <li>Playground climbing equipment will be used on a 'week on/2 weeks off' basis between the three Key Stage 2 bubbles.</li> <li>Staff will utilise the two rooms for lunchtimes and break times (staff advised to wear masks in these spaces when not eating and drinking) and to only be in the space when no-one else present, outside of their own bubble. This is as a result of the very small rooms on site.</li> <li>Designated toilet per class to be utilised as 'gender neutral' toilets;</li> </ul>						
Coming into contact on site with those that have symptoms	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	<p><a href="#">Link to Coronavirus) Getting Tested (Feb 27<sup>th</sup>) <u>Testing information; Coronavirus (COVID-19): Education, universities and childcare - GOV.UK (www.gov.uk) ; Government Stay at Home advice</u></a></p> <ul style="list-style-type: none"> <li>Clear message to all that anyone displaying symptoms of COVID-19 (high temperature, new continuous cough or change in sense of smell/taste) should self-isolate and engage with NHS Test and Trace process. Anyone with symptoms of heavy cold/headache are asked to self-isolate;</li> <li>Anyone displaying symptoms will be asked to leave as soon as possible. If needed, they will use the designated 'isolation room' if unable to leave immediately (e.g. a pupil waiting for a parent to collect them), this applies to staff and pupils;</li> <li>A designated isolation room is in place, enabling immediate isolation of anyone displaying symptoms of COVID-19 until they can be collected by a parent/carer. PPE is available in the 'isolation room' for any adult who needs to remain with a child displaying symptoms;</li> </ul>				Cases of COVID-19	Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.  Constant monitoring by HM/CG and LS

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			<ul style="list-style-type: none"> <li>Any areas used by a person displaying symptoms will be closed until deep cleaning can take place. Thorough cleaning of the isolation area and other potentially contaminated areas will take place following removal of the affected person(s) from site. This will include double bagging and disposal of PPE and materials contaminated with bodily fluids.</li> <li>Deep cleaning will take place following the guidelines, including PPE being worn.</li> <li>Guidance on track and trace will be given to all parents, staff and visitors, and will be followed. Parents and staff will be aware of the need to confirm test outcomes with the school, including those at the weekend and the school holidays.</li> <li>Parents/ carers are provided with clear and easily accessible guidance on steps that must be followed by all household members should there be possible or confirmed cases of coronavirus infection in the household or support bubble.</li> </ul>						
Coming into contact with large or differing groups/social distancing	Local population due to accelerated transmission of the virus  People who are extremely clinically or clinically vulnerable to complications	Acute health complications and potential death as a result of contracting COVID-19	<p>Link to: <a href="#">Governing Guidance for School Opening Actions for schools during the Coronavirus outbreak – updated February 2021</a></p> <ul style="list-style-type: none"> <li>Children will be organised into 5 bubbles – Nursery/EYFS, Years 1/ 2 Year 3 and Years 4/5 and 5/6 Children will not mix more widely at playtimes or at lunchtime.</li> <li>PPA cover will be re-arranged to ensure that staff members do not need to mix between groups of pupils and across bubbles.</li> <li>Social distancing reminders are given out but parents are asked to wear masks when dropping off and collecting pupils from school, in order to support social distancing for parents.</li> <li>Classrooms for Year 1 -6 pupils have seats facing the front and separate and clearly identified workstations. For our youngest</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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			<p>children, this will not be appropriate and they cannot sit in rows.</p> <ul style="list-style-type: none"> <li>• Music lessons will take place within class bubbles. Any equipment used will be cleaned after use. Singing will take place outside following the government guidelines, not in the classrooms with any more than five pupils at any time.</li> <li>• PE will resume with strict rotas in place to ensure that only one class bubble is using the field at any one time. Any equipment used will be cleaned between use. No indoor PE will be able to take place due to no available facilities</li> <li>• Contact sports will not be taught.</li> <li>• Lunchtimes will be staggered and children will eat lunches within their classrooms, supervised by a nominated TA. Chestnut class will be served, and eat, in the school hall.</li> <li>• Children will be allowed off site, where strictly supervised and regular sanitising takes place, to visit the local environment. This will be in line with guidance issued to schools.</li> <li>• To minimise contact and maintain social distance as far as possible, outdoor break times and lunchtimes will be in separate bubbles.</li> <li>• Movement around the school will be minimised, although this is not possible to have a one way system. Care should be taken in the corridors as there is less than two metre and staff are requested to wear face coverings at this time;</li> <li>• Bubbles will have their own toilet. These will be regularly cleaned and the use of these will be on a rota. Staff will ensure that a maximum of two children use the toilets at any one time during times that are not subject to the rota.</li> <li>• Staff will be separated into two different bubbles for use of toilet/ staff room area, minimising contact between staff.</li> </ul>						

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			<ul style="list-style-type: none"> <li>A fire drill will be held at the start of every month. Roll calls will be taken in classes that line up at least 2m away from each other.</li> <li>Breakfast and after school clubs are strictly limited to 10 children. This club will take place in the school hall (now not being used by pupils) The hall will be cleaned ahead of being used by staff as a staff room and social distancing should be maintained.</li> <li>Staff meetings/INSET will take place online, via Zoom, wherever possible. Staff meetings might take place within hall space with social distancing or masks.</li> <li>Each bubble will have a 'gender' neutral toilet to use</li> <li>To ensure that direct teaching time is not reduced, there will be two drop offs and collection time of 8.55,9.00 and 2.55 and 3pm. Pupils will go and line up on the astro turf with their class leader.</li> <li>Whole school assemblies will take place outside or remotely, teachers will also use assemblies produced by local clergy. Angela Fraser will visit once per week, delivering to each class. She will be leading worship outside wherever possible, more than 2m away and wear a visor for all sessions.</li> <li>Singing and chanting may take place outdoors in groups of no more than 15 pupils. Maximum ventilation will continue, pupils face the same direction and stand more than 2 m apart.</li> </ul>						
Staff from different households travelling together	All stakeholders due to accelerated risk of transmission	Increase in the rate of infection transmission	Link to : <a href="#">Government Guidance for School Opening</a> Actions for Schools during the Coronavirus outbreak (updated February2021) <ul style="list-style-type: none"> <li>The majority of our children walk to school or are brought by parent.</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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Students travelling in taxi to and fro school			<ul style="list-style-type: none"> <li>Staff travel to school individually and no staff use public transport.</li> <li>Two pupils travel on public transport and all measures and risks have been identified, these pupils are in different bubbles (Years 1, 2 &amp; 3). Information from BANES has been shared with parents regarding the use of public transport.</li> <li>Where siblings are in different bubbles, there is some cross bubble 'contamination', but this is unavoidable. This was a consideration when looking at 'bubble' groups in school, however these need to be small and separated into year groups due to numbers of pupils/ curriculum demands</li> </ul>						
Visitors on school site	Members of staff, pupils and parents; visitors to school, members of the public		<p>Link to <a href="#">Government Guidance for School Opening Actions for Schools during the Coronavirus outbreak</a> (updated February2021)</p> <ul style="list-style-type: none"> <li>Visitors to school are strictly limited and are only for imperative reasons.</li> <li>Any workers on site will be expected to social distance from school staff, children and, where possible, each other. Any workers on site will be limited to essential work only and will be scheduled to come outside of the time children are in school, this includes the building site team.</li> <li>Meetings will not be held on site these will be held via Zoom/Google.</li> <li>Any essential visitors (OT) will wear appropriate PPE depending upon their role, these meetings will be held in well ventilated rooms with sufficient space for all to distance if these meetings cannot be held remotely;</li> <li>A signing in procedure which will include taking contact details is in place for all visitors to the school. This includes sufficient detail to support rapid contact tracing if required by NHS Track and Trace.</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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			<ul style="list-style-type: none"> <li>Peripatetic music teacher (piano) and Rocksteady will be asked to pause for the time being, due to a lack of available space.</li> <li>Only long term supply should ever be needed.</li> <li>Volunteers will be invited back into school, subject to DBS and updated guidance, from March 15<sup>th</sup> (earliest), in line with updated guidance.</li> <li>Supply staff will only be used as a last resort. If supply staff are required, they will follow the same rules as all other staff with regard to their working and safety practices. Wherever possible cover will be provided by other members of the school community, reducing the need for supply.</li> <li>The Headteacher will take active steps to minimise the number of temporary staff entering the school premises. If a supply teacher is contracted to work at the school, they will be provided with a copy of this risk assessment and sign to say read and agree to comply with school's arrangements for managing and minimising risk.</li> <li>Supply staff will be expressly asked to take particular care to maintain distance from other staff and pupils.</li> </ul>						
External trips	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	Link to <a href="#">Government Guidance for School Opening Actions for Schools during the Coronavirus outbreak</a> (updated February 2021) <ul style="list-style-type: none"> <li>Trips will be limited to outside spaces within walking distance during Terms 4 of the academic year. This will be reviewed at the end of Term 4.</li> <li>All trips taking place will be subject to risk assessment which includes COVID risks.</li> <li>Thereafter, any trips involving transport and visiting public areas will be thoroughly risk assessed before going ahead, referring to</li> </ul>						

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			<p>Government guidance in place at the time of the visit.</p> <ul style="list-style-type: none"> <li>Residential trip has been converted into shorter trip for our year 5/6 pupils.</li> <li>The potential for reinstating educational visits will be part of the regular review and update of this COVID-19 assessment. Decision-making will be based on DfE guidance and the rate of virus transmission at local and national level.</li> </ul>						
Poor workplace ventilation	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	<p><a href="#">Link to HSE guidance on ventilation (ventilation and air conditioning during the Covid pandemic: DfE guidance for full opening:schools</a> Actions for Schools during the Coronavirus outbreak (updated February2021)</p> <ul style="list-style-type: none"> <li>Natural ventilation will be used to help reduce the risk of spreading coronavirus. All downstairs classrooms have direct access to the outside and doors can remain open (non- fire doors) because the site is secure;</li> <li>All classrooms and offices have windows that open and can be well ventilated.</li> <li>Internal doors that are not fire doors will be propped open to allow for additional ventilation.</li> <li>Upstairs area to be used only by DM for intervention activities.</li> <li>Additional clothing may be worn inside, hence the relaxation of uniform rules.</li> <li>The school does not have an air conditioning system.</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.
Poor hygiene in provision of schools meals	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	<p>Link to : <a href="#">Guidance for food businesses</a></p> <ul style="list-style-type: none"> <li>School lunches cooked on site, meeting the statutory requirements regarding the provision of cooked lunches for all pupils who want these, including those eligible for benefits-related free school meals and universal infant free school meals.</li> <li>Catering Manager is ensuring all hygiene arrangements are in place and has a specific</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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			<p>manual in place for the provision of food if the Cook in Charge is off. When Cook in Charge is absent our Catering Assistant will take over the provision of meals.</p> <ul style="list-style-type: none"> <li>• Breakfast and After School Club leaders have Food Hygiene certificates and will adhere to safe preparation of foods.</li> <li>• Children will eat lunch in their classrooms, staff to sanitise tables ahead of children entering the hall to eat.</li> <li>• Children to sanitise hands before and after eating</li> <li>• Food waste to be disposed of from each classroom, immediately after lunch</li> <li>•</li> </ul>						
Mental health and well-being affected through isolation or anxiety about Covid 19	Staff Parents Carers Pupils	Raised anxiety levels Paranoia Mental illness Poor school attendance/ refusal Reduction in parenting capacity	<p>Link to: <a href="#">DfE Guidance on supporting children and young people's well-being (updated February 2021)</a> ; <a href="#">HSE work related stress and how to tackle it</a>;</p> <ul style="list-style-type: none"> <li>• Inform parents about steps the school is taking to reduce the risk of infection transmission.</li> <li>• School staff will make time to talk to parents where there are concerns about children's mental health and well-being.</li> <li>• It is expected that all staff will be at work, we have no CEV. Staff concerns will be dealt with sensitively and we will be looking carefully at procedures for staff covering PPA to limit working across classes.</li> <li>• All staff meetings will have Health and Safety as an agenda item, enabling anyone to raise concern -concerns may also be raised privately direct with the Headteacher or School Business Manager</li> <li>• Staff and parents/carers will be provided with information and links to mental health and wellbeing support networks.</li> <li>• In the event of an outbreak at school and the school being closed, the previous lockdown arrangements for keeping in touch with our</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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			<p>families and providing remote learning will resume, as well as making sure we are supporting and monitoring the wellbeing of our vulnerable learners and families. This will be contained within our Contingency Plan as an enhanced remote learning plan. Zoom and Google Meet will be utilised.</p> <ul style="list-style-type: none"> <li>• Inform parents about steps the school is taking to reduce the risk of infection transmission and keep updating.</li> <li>• Staff will make time to talk with parents where there are concerns about children returning to school and offer ongoing support.</li> <li>• PSA to become involved with families who are expressing or demonstrating additional needs as a result of changes due to Covid-19.</li> <li>• Jigsaw Scheme of work utilised to support children's mental health and well-being</li> <li>• An annex to the Safeguarding and Child Protection Policy at Cameley Church of England Voluntary Controlled School ensures staff are vigilant in respect of the part they play in safeguarding children.</li> <li>• Referrals for multiagency support (Early Help) continue to be made as and in partnership with parents/carers wherever possible. The school continues to actively support visits to the school from external providers providing additional care, support and guidance to vulnerable pupils.</li> </ul>					HM and HH to liaise regarding visits to school and individual pupils	
Additional risks for those identified as clinically extremely vulnerable	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	<p>Link to <a href="#">Government Guidance on Shielding and protecting extremely clinically vulnerable</a> (updated February 2021)</p> <ul style="list-style-type: none"> <li>• We have no staff or pupils who are identified as extremely clinically vulnerable.</li> <li>• Should this change, personal risk assessment for those who are extremely clinically vulnerable will be produced in partnership with the person and</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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			<p>their parent/carer as appropriate. These will draw on guidance provided by the person, their parents in the case of children, and relevant medical practitioners.</p> <ul style="list-style-type: none"> <li>Where shielding requirements are recommended by a doctor, a personalised remote education plan will be provided for the child, with input from the parent and medical practitioner as to how needs can be most effectively met.</li> <li>In the case of pupils, reference will be made to the school policy on 'Supporting Pupils With Medical Conditions'</li> </ul>						
Identification of those at risk in the event of an outbreak at school	Members of staff, pupils and parents; visitors to school, members of the public	Acute health complications and potential death as a result of contracting COVID-19	<p>Link to <a href="#">Government Stay at Home advice Guidance for households with possible or confirmed coronavirus</a>; <a href="#">NHS Track and Trace advice</a>; Local COVID level alert; what you need to know</p> <ul style="list-style-type: none"> <li>All contact details for staff and pupils will be checked and we will ensure that it is up to date.</li> <li>Signing in process will include requirement for contact details for all visitors. Storage of this information is managed according to the Trust's Retention Policy and is GDPR compliant. It would be used to support rapid contact tracing should this ever be required.</li> <li>Members of staff who have previously been shielding will be considered carefully should there be an outbreak at school and advised to immediately stop attending.</li> <li>Personal risk assessment completed for any member of staff in the third trimester of pregnancy</li> <li>In the event of a confirmed case, the Head teacher will take swift action. The CEO of Trust will be informed and guidance provided by DfE and PHE will be followed. This will include contact tracing for those who have had close</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.

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			<p>contact with the infected person in the last 48 hours, to self-isolate for 10 days.</p> <ul style="list-style-type: none"> <li>In the event of a positive case the HT will inform BANES Public Health Team.</li> </ul>						
Parent Teacher meetings	Members of staff, pupils and parents;		<ul style="list-style-type: none"> <li>Parent teacher meetings will be held via Zoom</li> <li>Each class will receive a timed appointment slot, suggested by class teacher. If this needs to change this must be completed by parent telephoning the office</li> <li>Teachers and TA to take part in each parent teacher meeting, in order to comply with Remote Teaching and Working policy</li> <li>Meetings will not be recorded, due to GDPR</li> <li>Each meeting will last ten minutes in length, the parent given a one minute warning before Zoom ceases.</li> <li>Each TA will be asked to manage the waiting room and ensure that the meeting is locked once a parent has joined the meeting.</li> <li>Remote Teaching and Working Policy will be followed at all times</li> </ul>					Action: All staff  Monitored by: HM/NM/LS/CG	Daily monitoring, ongoing.