

Risk Assessment Coronavirus – COVID-19
For use by schools during reopening in the autumn term

Location / Site	Ludlow Infant Academy
Activity / Procedure	Opening school in Spring term – Full Return to School March 2021
<p>STATUTORY COMPLIANCE - All checks will be up to date when the school opens.</p> <ul style="list-style-type: none"> • Legionella checks have been carried out and all unused outlets flushed. • Fire checks have been completed • I Auditor checks are up to date. 	
Assessment date	2 nd march 2021
Assessment serial number	06
<p>The school has prepared this risk assessment following guidance from Central Government, the Local Authority (Southampton City Council/Borough of Bournemouth, Christchurch and Poole, Dorset, Portsmouth) and Hamwic Education Trust.</p> <p>We as educators commit to all reasonable actions to uphold the Government’s ‘Stay Alert’ campaign and we take this to mean that we (as a community) do things differently to function in a climate of virus awareness and vigilant practice. We will endeavour to ensure that our school environment is as safe as it can be. Extra measures (outlined below) will be taken to ensure our school observes regular hand-washing, sanitising, cleaning and social-distancing (where possible). Please note that, whilst we will do our utmost to ensure we provide our staff and pupils with a safe place to work, a safe environment and follow government guidance, we can only do so to our best endeavours and our working-knowledge of the Covid-19. However the risk remains medium even with all the control measures in place due to the unseen virus. If any member of staff has any concerns they must discuss it immediately with the School Leader.</p>	

Identify hazards	Record all hazards that are specific to this task
Lack of or poor hygiene and cleanliness across the site.	
Inadequate staff ratios.	
Poor communication means that staff, parents, pupils or visitors do not follow guidance.	
Deliveries and waste collection means outside workers expose the school population to the virus.	
Contractors expose the school population to the virus.	
Close contact with others causes virus to spread throughout the staff and pupil population.	

Lack of knowledge of the NHS Test and Trace process.
Lack of PPE (if required).

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	
Visitors	YES	
Contractors	YES	
Vulnerable persons	YES	
Pupils	YES	

Existing control measures	List controls already in place to reduce risk from of injury
	Schools to follow all DFE/Government guidance which will be made available through updates from the Hamwic Education Trust (HET).
	School leaders will ensure the school can open with the correct adult to pupil ratios and that 1:1 pupils have the correct support, if this cannot be achieved then they will notify the HET immediately.
	The DSL must be available on site or via phone.
	All staff to now wear face coverings whilst in their classrooms and walking around the school. The only exception to this is if you are in an office where you are facing away from other colleagues
	Covid Lateral Flow Tests are to be made available to the school for use by all staff. This is on a voluntary basis and staff need to request kits from T Vowles. Please see separate Risk Assessment entitled Covid 19 – Lateral Flow device testing Risk Assessment for full details.
	No parent must enter the school buildings unless asked to do so or in the event of an emergency.
	Any pupils or staff suspected of having a high temperature, should be also tested and sent home and follow the guidance.
	Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Unless you ensure anyone using it wipes it after them with available wipes and ensure hand gel is available to use before use.
	All visitors and meetings will be cancelled or significantly reduced unless an emergency. Where visits can be conducted remotely this will be prioritised. Where visitors can attend after school hours, this will be encouraged. If visitors and meetings are required on site, clear visitor guidelines will be shared prior to visit and strictly followed throughout.
	Classrooms are organised so that pupils are positioned side by side and facing forwards. This includes on carpet spaces where possible.
	1-1 contact times should be reduced to avoid staff and pupils being less than 2 metres from each other. Where this is not possible staff and pupils should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Staff and pupils are placed in separate groups (or bubbles) which minimises contacts and mixing between people and reduces transmission of coronavirus across the school. Staff that move across classes, such as those teaching PPA and school leaders, will remain two metres from children and other adults in the group as much as possible. Exceptions will only be made if a child is unsafe or if learning is being hindered. In these circumstances, an interaction of less than two metres should be short and must avoid a face-to-face contact. (Staff moving across bubble may wish to wear visors to protect the bubble further)

- Avoid the sharing of resources where possible. However, those resources that need to be shared in class will be cleaned regularly and children will wash hands after they have touched any resource that is not their own.
- Any resources, such as PE equipment, that will need to be shared across bubbles, will be dipped in disinfectant at the end of a lesson and left to dry.
- Those staff who have returned from shielding will be allocated their own equipment for their bubble to prevent them handling equipment outside of their own environment. This includes outdoor equipment, subject specific equipment, general stock and library/reading books

Other:

- Stop hand shaking of pupils and visitors;
- Do not use shared cups in class (e.g. using cups for water), replace with disposable cups;
- Inform parents to ensure pupils have water bottles in school, rather than placing these in containers close together ensure they are separate on the side. Use disposable cups where you can.
- ask parents to use plastic lunchboxes so these can be easily wiped down when they arrive in school
- ensure pupils bring minimum equipment to school, by taking measures such as providing stationery in school and **coming in kit on PE days :- to be reviewed at Easter**
- choirs and orchestras will not reconvene
- peripatetic lessons for any wind instrument will be discussed with the provider to ensure that safety measures and meticulous cleaning of the room takes place between lessons. Where possible, wind instrument lessons will take place in an empty room with a hard floor that can be easily washed where possible

Due to changes in guidance, class bubble numbers reduced to only allow Vulnerable children and those of critical keyworkes. Shadow bubble limit imposed to a maximum of 50% of the class total. Headteacher to authorise a childs return to school taking in to account evidence seen, status and numbers within the class.

Removed as all children now returning

Any existing individual risk assessments (disability, young persons or new/expectant months) to be reviewed.

All staff are aware of what to do should they feel unwell, Notify SLT immediately if you feel unwell at any time during the day and follow guidance.

All staff in school are aware of what to do in the event of a fire and have had appropriate training.

All staff received H & S Briefing by email presentation and to confirm to Headteacher completion.

Lockdown practice will still take place but full evacuation is regarded as being unmanageable in terms of the covid risk

Staff to ensure pupils with a Personal Emergency Evacuation Plan (PEEP) are evacuated as per the plan.

Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed and individual risk assessment carried out

. Office staff have been sent HAMWIC guidance so front door aware. If staff member or child in bubble

tests positive whole bubble isolates for 10 days.

SLT to ensure pupils with a Behavioural Risk Assessment have their 1-1 support where stated. Ensure an SEN risk assessment is updated for the child to help them adjust to any new expectations so they can continue with their learning.

School to liaise with their catering provider and notify the HET if school meals hot or cold are no longer available for staff and pupils.

As all pupils are back at school first aid cover will be in place and a 3 day trained first aider at work at all times. Medicines will be administered in the classroom where possible to prevent too many children coming to an office. Strict hygiene rules will be followed in giving any medication, including use of PPE if appropriate.

If a pupil becomes unwell with signs of coronavirus, PPE must be worn by staff caring for the pupil while they await collection if a distance of 2 meters cannot be maintained. Pupils will be moved to a space away from other pupils and a separate area to be allocated for use during that time. Schools will aim to secure three contact numbers for every child in case of this emergency

Staff members are aware of the NHS Test and Trace process and are ready and willing to book a test if they are displaying symptoms, provide details of anyone they have been in close contact with if they were to test positive for coronavirus, and self-isolate if they have been in close contact with someone who develops coronavirus.

Physical Activity

- physical activity is prioritised to outdoor sports where possible and large indoor spaces where not;
- maximising distance between pupils is particularly important due to the way people breath during exercise;
- pupils are kept in consistent groups (bubbles);
- sports equipment is thoroughly cleaned between each use by different individual groups;
- contact sports are avoided.
- the school will closely follow England grassroots guidance.

School transport – N/A

- pupils where possible are grouped together on transport in the bubbles that are adopted within school;
- hand sanitiser is used upon boarding and/or disembarking of the vehicle;
- additional cleaning of the vehicle takes place;
- organised queuing and boarding is in place;
- distancing of occupants within vehicles should take place where possible;
- pupils over the age of 11 should use face coverings where appropriate i.e. if they come into very close contact with people of their group or who they do not normally meet.

Communication to parents

When parents drop off and pick up the pupils, one way systems and rigorous segregation will be enforced. Pupils will be dropped and collected so that large congregations of parents can be avoided. this will include staggered entry and exit times.

Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.

Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use).

Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have

a pre-arranged appointment, which should be conducted safely).

All information needed to be given to parents must be done via text, email or phone call. A frame could be used and positioned by the main doors in use.

Deliveries/Waste collection

If practicable drivers should wash or clean their hands before unloading goods and materials.

Do not approach delivery staff, allow packages to be left in a safe place.

Hands are to be thoroughly washed after handling all deliveries or waste materials.

Waste to bags and containers - to be kept closed.

Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).

Cleaning & Hygiene

Site managers will ensure they have enough cleaning staff and cleaning products to ensure the site remains cleaned to a high standard.

A cleaning schedule will be implemented throughout the site, ensuring that high risk contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

The site has purchased a disinfectant fog machine which will be used sparingly twice a day in areas of concern IE. toilets etc. and at the end of each week a full misting of the whole site will be completed and left to dry over the weekends

Apprentice to wash down / disinfect all high usage door handles twice a day (10am & 2pm)

Equipment that is shared across bubble must be cleaned meticulously before used by another set of children

Once products begin to run low, notify the estates officer (Graeme Staddon) who will ensure supplies from other schools are shared out/sourced.

Shut off all classrooms and areas that are not in use and ensure staff and pupils do not access the rooms/offices.

Ensure adequate stock levels of hand sanitiser and tissues are available and replenish as needed. If stocks are low, please contact the EO estates officer at the trust Nikki Thorne

Staff are issued with personal hand sanitizer, as well as a larger container of hand gel for classroom use

Inform parents of hygiene expectations and discuss with pupils.

Clean surfaces that pupils and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.

Ensure that all adults and pupils:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
- are encouraged not to touch their mouth, eyes and nose;
- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Ensure that bins for tissues are emptied throughout the day.

Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.

Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

Contractors

Only contractors carrying out essential maintenance and statutory testing deemed necessary to the safe running of the school are to be allowed on site and will read and comply with good hygiene.

Wherever possible, contractors to attend site out of normal school hours and provide their own Covid risk assessment and PPE. If PPE not available, this is to be given to contractor by the school.

Staff and contractors are to maintain a safe distance between themselves and others (2 metres).

All contractors are to wash their hands upon entering the site.

Strict hygiene rules to be implemented, all contractors are to be asked to do the following:

- wash hands on entry into individual work areas – or use alcohol-based hand sanitiser;
- repeat the hand washing/sanitising every hour.

The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.

Existing level of risk

Consider current level of risk with existing controls in place

Due to the nature of the virus there will be a higher risk compared to other illnesses. Schools will monitor the situation and as soon as they feel the risk has increased in their setting they will notify Bob Farmer, Gemma Carr and Louise Adams at the Hamwic Education Trust.

Additional control measures

List any additional control measures that are required

Firstly, can I reassure you that we have undertaken a rigorous risk assessment to ensure that we have considered all the factors within the new guidelines to minimise the risk to children and staff. I think it is important to state, as the government have reiterated, that in whatever we do there is always going to be an element of risk. This is true in any situation including the current one with COVID 19. As always, our priority is the health and well-being of our children and staff which is why we have completed a very detailed risk assessment.

The children will be in 'bubbles' which means that they will be in a group of no more than 30 children in a classroom. They will remain with this group for the whole day. During the first week, in their class, we will be carrying out a range of assessments as this will give us a clear baseline to plan the next learning steps for all the children. After this we will use 'learning zones' across the year group (not year R) and the children will be in a 'bubble' in that learning zone during the first half of the Autumn term.. This will enable us to deliver a differentiated catch up plan based on the needs of the children pitching the learning at an appropriate pace and level for each bubble. For example, accelerating at a faster pace for those children who need it and a more repetitive pace for those children who may need more overlearning to embed the required skills and knowledge.

From the start of the Spring Term, following DfE announcement regarding schools in January, the school only reopened to those children considered to be vulnerable or those of a critical keyworker. This meant that class bubbles were reduced and teachers stayed within their own bubbles, reducing risk of cross contamination even further. Taken out for Full school return

During this first half of the Autumn term we will be focussing our teaching and learning on the core subjects; reading, writing, phonics and Maths. We will also be undertaking some bespoke SMSC learning taking into account the children's emotional wellbeing. We hope this will support your child on returning to school after a significant period of not being able to attend our educational setting. PE lessons will continue as normal.

After half term we will resume our normal broad and balanced curriculum ensuring the children have a wide range of opportunities in all subjects.

Children will return to school on 8th march and will return in their bubbles as they were prior to January lockdown. Autumn procedures as described in Risk Assessment will continue in Spring term

Arrival/collection

In light of the difficulty of separating parents during collection and drop off, we have requested that all parents entering the site grounds must wear a mask.

There will be staggered arrival and collection times for each group of children. This will help support social distancing. There will be a one-way system in operation. We will be operating a 'drop and go' approach so parents will need to say goodbye to their children outside their classroom. At this current time we will not be operating an open door system with parents coming into the classrooms in the morning. **We would kindly ask that only 1 parent per child for drop off and collection please. Please can you only come onto the school site when it is time for your child to come to school and leave as promptly as you can as we are trying to minimise the possibility of having groups of parents on site. When you are waiting for your child could we kindly ask that you maintain social distancing from other parents as again this will minimise any potential risks. Thank you for your co-operation with this.**

Year R- Arrival to start school -8.55 9.00 (register will close at 9.05) Pick up time for the end of school-3.15

Year R Parents will enter through the Bishops Road gate then continue to your child's outside class door. At 8.55 the teacher and TA will open the door and welcome your child into school. Parents will say goodbye and your child will go into their class. Parents will then follow the one way system and exit using the same gate. Collection of children will be in reverse so children will exit through their outside door and parents will collect their child from here. Please enter through the Bishop Road gate to wait to collect your child.

Year 1- Arrival to start school -8.55 (register will close at 9.05) Pick up time for the end of school-3.15

Year 1 Parents will enter through the main gate at the back of the playground and walk across the playground then continue to your child's outside class door. At 8.55 the teacher and TA will open the door and welcome your child into school. Parents will say goodbye and your child will go into their class. Parents will then follow the one way system and exit using the gate to the side of the playground. Please enter through the main gate at the back of the playground to wait to collect your child from their class's outside door.

Year 2- Arrival to start school -8.45 (register will close at 8.55) Pick up time for the end of school-3.05

Year 2 Parents will enter through the 2nd gate on Bishops Road continue to your child's outside class door. At 8.45 the teacher and TA will open the door and welcome your child into school. Parents will say goodbye and your child will go into their class. Parents will then follow the one way system and exit using the same gate. Collection of children will be in reverse so children will exit through their outside door and parents will collect their child from here. Please enter through the 2nd Bishop Road gate to wait to collect your child from their class's outside door.

We are currently reviewing arrangements for those children who are siblings in different year groups to see if we need to plan specific entry and exit system and will advise you of this by the end of term.

Please contact school if you wish to discuss this further if the drop off and collection times are going to cause a problem for you. We have tried to keep this to our normal school day as much as possible as I know that this is part of how parents plan the other commitments they have for example work.

Slight changes made to start and finish times for year R and 1 to reduce numbers on site and allow for collection of multiple children/families over year groups

Classrooms

The children will have their own designated chair and table space in their classroom. The layout of the classrooms will support social distancing so that the children will be able to sit with other children on a table in a safe manner. In the new guidelines the need to maintain social distancing is less prevalent and it recognises that for younger children this is a challenge. However to minimise the risk we will ensure that the children are working within a safe zone and minimise their face to face contact inside as much as we can.

In accordance with new government guidelines we have informed staff that when moving from one bubble to another using common areas and corridors they may wish to wear visors. This is left to the preference of members of staff and the visors have been provided as part of the PPE by the academy.

Following guidance from DfE in January 2021, staff now primarily remain within the same bubble.

Toilet /break/lunchtimes.

Toilet times

Each group of children will be using a designated toilet and sink as this will support social distancing with other groups of children who are not in their bubble. During the first half of the autumn term we will not be operating boys and girls toilets so that we can give each bubble their own set of toilets and sinks. We will ensure that privacy is maintained for the children for example all the boys using the toilet then the girls and an adult will oversee them whilst they are in there.

Children will only be able to use the toilets at set times of the day for both going to the toilet and to ensure there is regular handwashing. (these are planned regularly throughout the day)

If the children need the toilet at any other time they will be accompanied by an adult to ensure they use their groups toilet and sink.

Handwashing

On entry to school, children must either wash their hands for 20 seconds or under adult supervision use hand sanitiser which the school will provide.

This will be repeated at regular intervals throughout the day- on entry, after play, before and after lunch.

There will be hand sanitiser in each class room as well as anti-viral spray for surfaces to be regularly cleaned.

Playtime

The playground has been divided into zones so that each 'bubble' of children will have their own zone to play in, again to maintain social distancing from other bubbles of children.

Playtime for Year R will be at 10.15- 10.35-

Playtime for year 1 and 2 will be at 10.40- 11.00-

Year R 10.15-10.35

Year 1 10.25 -10.40

Year 2 10.45-11

Lunchtime

We will be operating a staggered lunch break. This will mean year groups will be eating their lunch at different times. We will be returning to eat in the hall as we can space the bubbles out on separate tables. This also means we can offer a full hot lunch menu each day. Children can still bring a packed lunch if they would prefer.

Lunch will be served from 11.45;

Year R- 11.45

Year 1- 12.25

Year 2- 12.50

Dinner staff will be in from 12.00-1.15 to supervise the children outside. The children in Year R will use the playground at the back of Year R. Year 1 and 2 will share the main playground so that when Year 1 are eating, Year 2 will be outside and they will then swap. Children in year R and 1 will return to class at 1.10 accompanied by their dinner lady. Year 2 children will be collected from the hall by their teacher.

Reading Books

We will resume sending reading books home at least once a week however this will not include a shared story book for the foreseeable future. This is because all books being returned to school will need to be cleaned as per the guidance to minimise the risk of cross contamination. We are currently investigating a number of online reading book options as well that we may utilise when sending reading home for the children. We will send more information on this when we have made a decision.

Suspected COVID infection.

I have copied the guidance given in the latest update that I have received on the re-opening of schools in September

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 taste or smell (anosmia), they must be 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 7 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 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must 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 [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).

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 and Trace.

Everyone must 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 bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Schools must ensure they understand the NHS Test and Trace process and how to contact their local **Public Health England health protection team**. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) 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 children 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 and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 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 7-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. Other members of their household should continue self-isolating for the full 14 days.

Schools must take swift action when they become aware that someone who has attended has tested positive

for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, 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 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation 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 has tested

positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Self-isolation timescales reduced to 10 days regardless if you have a positive test or live with someone who has tested positive

School Office

The school office will remain closed for all but emergency traffic in the Autumn term. However if you do need to speak to the office then please go the main doors and one of the office team will come out to help you. Alternatively you can ring the school on 02380433422 or email using the info@ludlowlive.net account.

General

Children will need to stay within their 'bubble' for the whole day. Social distancing will be supported as much as possible.

Any injuries etc. will be dealt with by the office as they will have the appropriate PPE needed to deal with this. If a child is sick the 'bubble' will need to be taken outside and again the office staff or site manager should be called for to deal with this.

Children will have an individual zippy wallet for their frequently used resources like pencils, white board pen and white board.

Children need to wear school uniform. Please can we kindly ask that, as much as possible, you child comes in fresh, clean uniform each day as this will help minimise any potential risk.

Children will need to bring a named water bottle each day.

I appreciate that there is a lot of information contained in this letter but I wanted to ensure that we provided you with all the relevant facts and guidance as to how school will operate from September 7th.

These are unprecedented times and we are all faced with challenges and issues we have not dealt with before. Our children are at the heart of all we do and their welfare and well being is central to this. Any decisions I have made have been to ensure we can open as we have been directed to do but paramount in my mind is, and always will be, the children.

The changes we have had to make will make school different but please be reassured that all the staff are committed to making sure school continues to be the fun and nurturing place it was before we went into lockdown.

Please can I take the opportunity to express my thanks and gratitude to you for your support during these very challenging times. I know that all the staff would like to express their thanks for all the kind words from parents. I would like to say a thank you to all the staff for their hard work and dedication. The whole school community staff, children and parents have made these difficult times much easier to navigate with your support. September, again, will bring new challenges but by continuing to work in partnership we can ensure that we continue to give our children at Ludlow a purposeful and engaging time at school.

Please do not hesitate to contact school with any questions and concerns you may have.

Beverly Corbin-Headteacher.

PREVENTION IS THE BEST APPROACH

- 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 school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

School leader's comments	Insert comments relevant to findings as appropriate
<p>This will be a live document subject to change without notice.</p> <p>Any changes will be devolved to staff and parents as appropriate and the trust informed.</p>	

Name of school leader	Signature of school leader	Date
Beverly Corbin		02.3.2021

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
As required 10.7.20	TP		
10.11.2020	TP		New guidance
25.1.2021	DR & TV		New Guidance
25.1.2021	DR & TV		Inclusion of Staff Lateral Flow Tests being offered and Risk Assessment for home testing
02.03.2021	DR & TV		Full return

RISK ASSESSMENT MATRIX - LEVEL OF RISK

		LIKELIHOOD				
5 Fatalities	SE VE RI TY	5	10	15	20	25
4 Major		4	8	12	16	20
3 Serious		3	6	9	12	15
2 Minor		2	4	6	8	10
1 Negligible		1	2	3	4	5
		1 Very Unlikely	2 Unlikely	3 Moderate	4 Likely	5 Very Likely

Low Risk	Acceptable – Monitor. See note 1 below.
Moderate Risk	Acceptable - subject to guidance. See note 2 below.
High Risk	Unacceptable. Activity must not proceed.

Note 1. If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as **‘so far as is reasonable practical’**

Note 2. Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced **‘so far as is reasonable practicable’** and must be reduced to a minimum commensurate with the needs of the task.