Educational Setting	Townley School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Maria Higgins 20/5/2020
Review Date	2/6/2020 – no new action required. 19/6/2020 – updated to included Test and Trace M Higgins (emailed to staff and governors) 26/6/2020 – Updated to include staff with asthma on site M. Higgins 9/7/2020 – updated to include new LA guidance for September 2020 ~~strikethrough not required~~ 17/9/200 – updated to include instruction to call the DFE **NOT** PHE in the event of a positive case in school. 3/11/2020 – updated guidance on staff and parents wearing masks on the playground 17/12/2020 –Update HB1 masks, 14 days isolation reduced to 10. 04/01/2021- Updated in line with S44 Union Action, and new strain of COVID

What are the hazards?	Who might be harmed and *how*?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention		• 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,	End of term letter to remind parents of process and contact letter.	MH to send letter out to parents	17/7/20	

		do not attend school • clean hands thoroughly more often than usual • ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. All rooms have foot pedal, lidded bins and at least three boxes of tissues in each classroom • introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and anti-viral wipes • minimise contact between individuals and maintain social distancing wherever possible • where necessary, wear appropriate personal protective equipment (PPE)	Ensure sufficient stocks of soap, paper towels and/or hand wipes remain available in all required locations. TA to check at break and lunch their classroom and toilets. Caretaker to ensure sufficient stocks of suitable cleaning products remain available. Ensure all members of staff are briefed on the expectations in class settings, outdoors and in staff rooms, etc on the September 4th training day. PPE located in each classroom in grab bag 04/01/2021 staff reminded of 2m SD with other adults and 1m between children and adults.	MH staff briefing Gemma to ensure each class has grab bag with PPE MH reminded staff on Teams class	3/9/20 3/9/20	
Response to any infection		• engage with the NHS Test and Trace process • manage confirmed cases of coronavirus (COVID-19) amongst the school community	All staff have been sent the flow chart and this is on the wall in the staffroom, covid safe space and school office			

		• contain any outbreak by following local health protection team advice	and on Teams.			
Contingency planning for a further outbreak		• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Teams for children should be in place for the start of the term in September. Teaching staff were asked to think about what other resources could be kept ready to give out in paper format at the staff meeting on 8th July 2020.				
Social Distancing in school		• Minimise contact between individuals and maintain social distancing wherever possible – only ~~four~~ three people in staffroom at any one time. • 2M distance between all adults in school at all times, unless there is a serious medical emergency, and this is unavoidable. 1m distance to be maintained, wherever possible between adults and children. • 05/01/2021 Bubbles to be reduced in size to a maximum of 10 children per class to enable maximum social distance in rooms, due to smaller than average room sizes. • The overarching principle to apply is reducing the number of contacts between	~~Individual identified pupils, requiring close medical procedures have individual multidisciplinary pupil RA~~ Staff children to start at 8.40am and come in via side gate. Staff will need to ensure their children do not go into staff areas and remain in class bubble. Staggered starts for other children as outlined in the pupil letters. Premiersport to have small consistent group. • Definition of close contact which will be used in the **Test and Trace** process to support decisions making by Public Health England around the closure of bubbles. It is: 1. Face-to-face contact of any duration (less than 1 metre away) with the case or	~~MH and JE to arrange~~ All staff to follow Test and Trace Covid visitor declarations to be used to trace visitor and contact PremierSport individuals (who will then contact their line manager)	Before pupils return As necessary	

		children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals (adults) ● ~~Schools should review the total space available for teaching activities beyond classrooms.~~ ● ~~Classrooms should accommodate 15 pupils and 1 teacher, allowing 4m² per person this would equate to a room size of 64m². Ensure that fire exit routes are not compromised~~. ● Class furniture will need to be moved or placed in a position so children are not facing each other to reduce pinch points, ensuring that free movement is possible. Consider the Manual Handling implications of this activity and how this will be achieved. ● Secure any rooms / facilities not required and / or not in use - clean and "mothball" any areas identified as not being needed for extended periods of time. This will reduce potential contamination.	2. Being coughed or sneezed on 3. Having unprotected physical contact (skin to skin) 4. Spending more than 1 minute within 1 metre 5. Spending more than 15 minutes within 2 metres 6. Travelling in a car or other small vehicle (even on a short journey) Children's basic resources will need to be divided to be used by individuals: pens, pencils, whiteboard/pen Manual handling advice sent out to staff on 20/5/2020 ~~Mothballed area- Mobile~~ ● Children's tables to be arranged front facing, ensure fire exits kept free Re-arrange classrooms as per guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Class Teachers Staff to space out chairs and desks accordingly All staff CT	22nd July 20th May Daily Daily	✓
Cleaning		● The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school.	● If you have been informed that someone has tested positive with covid-19 then any area/room they have	COSHH training for staff	LA to	

		• More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs.	accessed should be secured for 72 hours then undergo a thorough clean. • Shared equipment cleaned with warm soapy water/cleaning spray at the end of a day/end of session • Taps and washing facilities – end of the day • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. • All adults to wipe down the bathroom after they have used it. • Consider whether any outdoor play equipment should be used and if so, ensure pupils wash their hands afterwards.	PPE arrival	arrange distributio n before we reopen	

Lunchtime Catering facilities		○ Serving food for KS1 and EYFS children only. ○ Kitchen staff to deliver KS2 meals to their classrooms. ● Different lunch periods for each class using the dining hall. ● KS2 children to eat in their classrooms. ● EYFS children will use the dining hall and sit on the side of the table so they are facing the serving hatch. ● KS1 children will use the dining hall and sit so they face the exit ensure children with nut allergies are sat at table where only school meals have been served to minimise risk of allergic reaction from home packed lunch.	● ~~All staff and pupils should bring a packed lunch without nut~~ ● Maintain social distancing in the kitchen ● Enhanced clean of used tables/chairs/surfaces after lunches. ●	Lunchtime UK		
Fire Safety		● Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. ● Ensure all emergency escape routes / doors are fully operational and kept clear. ● Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation	● Internal doors to be kept open (with the exception of security doors and door between Hawker and Emerald) ● Fire evacuation date agreed with staff	All staff MH	14/7/20	

		point.				
Access/Egress of school building		• One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. • Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). • Increased cleaning of handles and touch plates. • Allocated drop off and collection times see individual letters to parents • monday 7th September – Return to school for Years 1,3,4,5 and 6 only. Tuesday 8th September – Return to school for Reception and Year 2 (as well as Years 1,3,4,5 and 6) Children with the surname beginning with the letters A to K will start at 8:45 am and finish at 3 pm. Children with the surname beginning with the letters L to Z will start at 8:50 am and finish at	• Consider school arrival arrangements to reduce congestion. • Priority must be given to disabled users and those identified as having health related issues. • Provide relevant guidance to parents on drop off and pick up arrangements. • Staff on duty at gate at the start and end of the day will now wear a face covering or visor. Parents will be encouraged to wear a face covering on the playground in light of the second Lockdown	MH to send out guidance letter by to parents Teams message sent to all staff 2/11/2020. Parents notified via newsletter on 6t/11/2020	17th July	

		3.05 pm.				
First Aid		• Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • First Aid box and book in each bubble • Review of the First Aid policy to include consideration of the risk of infection of covid-19.	• The HSE have announced a three-month extension to the validity of the following qualifications if the first aider to requalify because of the coronavirus: ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid • First Aid policy to have a COVID-19 addendum • Consider staffing rota to reflect this requirement	Maria	22nd May 22nd May	
Waste		• Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely. • Lidded bins in every occupied room for waste. • Bins should be emptied at least daily and black bags replaced daily.	• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. • Details of bin emptying regime contained in control measures document	Staff meeting cleaning staff	19th May	

Break/Lunch times		• The school will stagger breaks/lunchtimes to achieve the social distancing.	See timetable	Jean to develop rota	21st May	
Staff/pupils within the vulnerable group (not shielding)		• Individual RA completed by members of staff • Individual in this category ~~must not be a 'Bubble' and~~ must ensure they maintain 2m ~~2m~~ social distance when in school. • ~~They must not enter classrooms where 'bubbles' are being taught.~~ • All staff must remain in their bubble, staff must not cross bubbles, due to the increased risks with the new Covid Variant. • They should ensure they stagger their breaks to maintain social distance.	• Staff members in this category must ensure they follow the guidance, frequently wash their hands. • Staff members must raise any concerns around their ability to social distance with the Headteacher, or senior staff member immediately. • Pupil RA to be completed	Individual		
Staff/Pupils within the shielded group		• Staff and children in this group must not attend school until this third Lockdown is lifted. • ~~Any member of staff or pupil that is within the Clinically extremely vulnerable group must not attend school as per the Government guidelines~~ • ~~Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.~~ • ~~Staff/pupils that meet the criteria as~~	• Evidence that staff/child is no longer in this group must be provided before they can return to school. • ~~Request shielding letters~~ • ~~Those staff at increased risk to remain working from home~~ • Risk assessments to be completed for children (No staff CEV)	Head Head SENCo Head	05/01/2021 20th May 3rd Sep 2020 3rd Sep 2020	✓

		~~clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.~~ ~~Staff/pupils that meet the criteria as moderate risk of infection e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.~~ • ~~HB1 staff to wear face covering when working in close proximity.~~	Risk assessments to be completed for children by parents and returned to school Staff to complete their own, emailed out to all staff and returned to HT	Head	17th July	
Contractors		• All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. • All visitors by appointment only • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency or essential.	• Protocol for visitors and contractors drawn up and shared • Visitors and contractors to complete declaration (See *1 below)	Head All staff	As necessary as no contractor due Ongoing	To be shared as necessary
Property Compliance		• The school has ensured that relevant property statutory compliance checks have been completed and records updated. • Daily and weekly checks have been reinstated and pre-opening checklist completed.	• All serious property concerns have been raised with the schools Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	Caretaker	Ongoing	Ongoing

Hygiene		• The school has a suitable supply of soap and access to warm water for washing hands. • Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands on arrival, following breaks, before eating and following the use of toilets.	• Orders to be placed update ongoing as necessary – please ensure Annette know what orders are needed. • Guidelines for staff issued by email: 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 Protective measures in education: • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Annette	15th May	
Accident reporting Covid-19 incidents		• The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. • For further advice and guidance you should contact your competent Health & Safety Adviser.				

Administrative Staff		~~• Staff shift rota to be in place so allow school office to function.~~ • Office staff to ensure they comply with social distance when working with each other, letting in contractors etc. Ensure telephones are cleaned between use. Ensure all visitors and contractors complete Covid declaration before entry to site.	• Consult with office staff about routines	Maria	19th May	Weekly
Personal Protective Equipment		• Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. • ~~Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment~~. • Re-usable PPE should be thoroughly cleaned after use and not shared between staff. • PPE to be available for emergency use, where a child has suspected COVID – as outline in plan.	All staff to read this information https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures Staff to all see H&S Executive poster about wearing PPE	All staff Maria	22nd May 2020 21st May	

Behaviour		• Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. • School will carry out inductions to inform staff and pupils of the changes. • Encourage staff to cooperate with government plans for contact tracing. • COVID 19 - Behaviour Annex document •	• Behaviour expectations and policy to be adapted in line with government advice • First week to focus upon expectations and • Staff meeting planned for all staff to share expectations and to direct to relevant documentation • Risk Reduction Plans updated in line with COVID Risks and communicated to parents as necessary	SLT SLT Cheryl and Jo	18th May 1st June 23rd May	
School Staffroom		• Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. Only four staff in the staffroom at a time. • Kettles to be made available in mobile kitchen, staffroom and dining hall (ensuring safe use when children may be nearby) • Staff encouraged to bring in own cutlery from home. Where school cutlery is used, it must be put in the dishwasher, not hand washed.	• Rota linked to pupil breaks	Jean	21st May	
Equality Impact Assessment	Staff & Pupils	• An equality impact assessment has been completed and can be found *2	•			

Lack of staff	Pupils	• Assessment of availability of staff for all activities during the school day, including break and lunchtimes • The extent to which existing planning, schemes of work will need to be adapted – has been thought about by teachers. Teams mean TAs have access to planning should class teacher be ill. Long term supply teacher is available for cover if necessary – she is not working in any other schools.	• To be assessed daily as necessary if staff are absent.			
Increased risk of transmission	Staff and Pupils social distancing	• staff maintaining distance from pupils and other staff as much as possible – teacher desk to be 2m from children. • No written feedback to be given in children's books in September – policy to be reviewed by governors in September • children grouped together as class bubbles, avoiding contact between groups • Reception, KS1 and KS2 classrooms arranged with forward facing desks • Staff meeting 8th July 2020 looked at activities that can be undertaken safely - social distance PE, such as Golden Mile. Cleaps resource sheet emailed to teachers, link at bottom of this document. • The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at	No written feedback policy to be trialled with governor agreement for September • Subject Leader book look from other bubbles – 48 hours afterwards – on a Monday morning			

		others) and pupils who will not (as opposed to cannot) comply with social distancing. • Pupils are prohibited from bringing any non-essential equipment into the school – they need to keep PE kit in school until Half term. Water bottles provided by the school, with names Lid and Bottle. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in the planning for it to be sanitised daily. No equipment should be taken home.				
Dedicated school transport, including statutory provision		It is important to consider: • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible •	Email transport to arrange staggered start	MH	10/7/20	
Learning outside the classroom (day trips, etc.)		• keeping children within their consistent group, and the COVID-secure measures in place at the destination • Risk Assessment devised by Lead Staff	For more information contact Stephen Brown (Outdoor Education Adviser·)			

Extra-curricular activities (coaches, tutors, after school)		• Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Premier Sports to run Start Active with a smaller consistent group of 15 up until October half term.	Review 2nd half autumn term in late September (unless guidance changes before this time)	MH review start active arrangements	30th September 2020	
Physical activity		• Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene • Pupils should be kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups • Contact sports to be avoided. • Premier Sports Risk assessment to be reviewed by PS.	For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)			

Test and Trace procedures – possible and confirmed cases of Coronavirus	Pupils/Staff	**Where there is a <u>possible</u> case of coronavirus in school** • If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 10 days. • They will be asked to arrange to have a test to see if they have coronavirus at the earliest convenience and to share the results with the school. • The parents/carers of other children <u>within that bubble</u> will be notified that this has taken place, but will not name individuals, or provide any more detail that is necessary. • It is likely that all other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and the results are known. • The wider school community <u>will not</u> receive this letter, unless it has an impact on them too. **Where there is a <u>confirmed</u> case of coronavirus in school** • If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 10 days from the date when their symptoms appeared. All other household members who remain well must stay at home and not leave the house for ~~14~~ **10** days. • 17/9/2020 The school will contact the new DFE service which is live and can be reached by calling DfE's existing helpline on 0800 046 8687 and selecting the option for reporting a positive case, rather than calling PHE first The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. The school will then work with the Health Protection Team of Public Health England to carry out a risk assessment and to determine who else, if	• *PHE Test and Trace poster emailed to all staff.* • PHE Test and Trace poster in all staff room/office/HT office • Parent letter emailed with Test and Trace procedures outlined • Follow PHE procedures • Parent Letter prepared – Possible Coronavirus case within a bubble. Deep clean closure for a day as a precaution. • Updated Test and Trace booklet printed and added o TEAMS	MH MH MH	MH 19.6.20 As required MH	

		anyone, also needs to isolate. • The parents/carers of other children within that bubble will be notified that this has taken place, and will be advised on any steps which should be taken. • The wider school community will not receive this letter, unless it has an impact on them too. ●				

Week 1

Monday 7th September – No EYFS children today
Monday 7th September – Return to school for Years 1,3,4,5 and 6 only.

Tuesday 8th September - Return to school for Reception and Year 2 (as well as Years 1,3,4,5 and 6)
Reception Group A 9.05 am-11.05 am
Reception Group B 1pm -3 pm

Wednesday 9th September - Reception Group A 9.05 am-11.05 am
Reception Group B 1pm -3 pm

Thursday 10th September - Reception Group A 9.05 am-11.05 am
Reception Group B 1pm -3 pm

Friday 11th September - Reception Group A 9.05 am-11.05 am
Reception Group B 1-3

Week 2

Monday 14th September - Reception 9am – 1pm including lunch each day
Nursery Start 1pm-3pm

Tuesday 15th September - Reception 9am – 1pm
Nursery Start 1pm-3pm

Wednesday 16th September - Reception 9am – 1pm
Nursery Start 1pm-3pm

Thursday 17th September - Reception 9am – 1pm
Nursery Start 1pm-3pm

Friday 18th September - Reception 9am – 1pm
Nursery Start 1pm-3pm

Week 3

21st September – end of the school year

- Reception all day 8.55am -3.00pm
- Nursery sessions all week: 9-12 and 12-3 as requested

Breaks	Break	Lunch meal	Lunch play
EYFS	N/A	12.30pm in dining hall – facing the hatch	In EYFS
Hawker	10am to 10.15am	12pm in dining hall facing exit	11.30am
Emerald	10.30 - 10.45 am	12pm in classroom	12.30pm
Emperor	10.15am - 10.30am	12.30pm in classroom	12.00pm

Useful Guidance

Guidance for full opening: schools can be found here

Managing school premises during the coronavirus (COVID-19) outbreak can be found here

The Government Guidance for implementing protective measures in educational and childcare settings can be found here

The NASUWT has also produced a useful checklist for reopening of schools which can be found here.

CLEAPSS Guide to doing practical work in a partially reopened school Science

CLEAPSS Guidance for science departments returning to school after an extended period of closure

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found here

- Actions for early years and childcare providers during the coronavirus outbreak can be found here
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found here
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found here

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Visitors to use hand sanitising wipes when they arrive at school
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the lidded bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found here

What happens if there is a confirmed case of coronavirus in a setting – A REMINDER.

One or two schools have called in relation to this. The guidance states:

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. For further information, or if you are unsure how this applies to you individual situations, please contact the Local Public Health England Team - **0300 303 8537**. Please call this number before 111.

***1 Townley Primary School Visitor information sheet**

Visitor's Name:

Phone Number (mobile/home) and e-mail:

Visitor's Company/Organisation:

If the answer is "yes" to any of the following questions, access to the site will be denied.

Risk Assessment Questions:

Self-Declaration by Visitor Yes or No

1 Have you travelled outside of the country within the past 30 days? If yes, Please list where:

2 Have you been diagnosed with COVID-19?

3 Have you been informed that someone you had close contact with may have been exposed to COVID-19 (even if test results are pending)?

4 Have you experienced any cold or flu-like symptoms in the last 14 days including fever, cough, respiratory illness, difficulty breathing

If you answered "Yes" to any of these questions, we kindly ask that you reschedule your visit.

If you answered "No" to the above questions, please do the following while visiting:

- regularly and thoroughly wash your hands with soap and water.
- Avoid touching eyes, nose and mouth.
- please follow good respiratory hygiene. This means covering your mouth and nose when you cough or sneeze.
- If you begin to feel unwell while on the premises please notify the schools Senior Leadership Team and please go home and contact your healthcare provider.

Signature (visitor): _____ Date:

Recipients Name _____

Townley Primary School
COVID-19 INSPECTION CHECKLIST

Townley Primary School is actively working to improve and protect its staff, pupils and visitors whilst on our premises. Please feel free to contact the Senior Leadership Team for any further information regarding how we are keeping people safe, or if any improvements can be made.

☑	Is there a committee for COVID-19 crisis management in your school?
☑	Is there an up-to-date risk assessment and is it made available to all employees, parents and visitors?
☑	Have you made the latest information related to COVID-19 easily accessible for your staff?
☑	Is there any availability of a system through which public health communications can be carried out in real-time?
☑	Have the employees been educated on the preventive measures of COVID-19?
☑	Do the employees have a good understanding of the symptoms of COVID-19?
☑	Have the staff been updated with the cleaning measures to combat COVID-19?
☑	Have the staff been trained in hand hygiene?
☑	Are hand sanitizer wipes readily available for all visitors in your school?
☑	Are handwashing facilities readily available for all staff and pupils in your school?

*2

Equality Impact Assessment – School Reopening (Pupils and Staff)

To demonstrate having 'due regard' for the Equalities Act (2010) and the Public Sector Equality Duty Section 149, when making significant decisions that include policies, processes and/or guidance it is crucial that an organisation considers the needs and implications for those people with protected characteristics.

The EqIA has been completed to identify the potential adverse effects of the significant decision, in this case school re-opening on pupils and staff with protected characteristics. There are nine protected characteristics under the Equalities Act (2010) that include age, disability, gender reassignment, race, religion or belief, marriage and civil partnership, sexual orientation, pregnancy and maternity and sex. In addition, CCC / PCC has chosen to include two additional groups to protect recognising the impact of poverty and rural isolation.

We are mindful of the emerging data and evidence of the disproportionate adverse effects of COVID-19 on people with protected characteristics specifically Gender, Black, Asian, and Minority Ethnic (BAME) people, LGBTQ+ people, Disabled People and Older People. These impacts must be born in mind when making the decision for the wider re-opening of schools.
The pupil and staff templates have been pre-populated with sample assessments of Impact and

The Equality Impact Assessments make reference to a number of COVID-19 Individual and Workforce Risk Assessments that you have already produced.

Guidance used in assessment of Impact and identification of Reasonable Adjustments:

- Risk Reduction Framework for NHS Staff at risk of COVID-19 infection
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
- People at higher risk from coronavirus
- Advice on social distancing

Local Authority documents to support the completion of the EqIA can be found here –

- SEND / Vulnerable Pupil risks assessment (protocol / risk assessment)
- Individual staff risk assessment
- BAME risk assessment

Any questions, please let us know - EmergencySchool.Closure@cambridgeshire.gov.uk

This document has been based upon the template put together by Star Academy Trust and we would like to acknowledge their excellent work in putting this together
https://www.reopeningschools.org/

COVID-19: Equality impact assessment - Pupils

Policy or Decision:	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-19[1]	**Assessment conducted by – name:**	Maria-Anne Higgins
School name:	Townley School	**Assessment conducted by – job title:**	Headteacher
Covered by this assessment:	Pupils	**Assessment date:**	04/06/2020

Considerations regarding groups that may be affected:

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: *Please provide details as to why reasonable adjustments are not being made*
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)	☐	☐	☐	Not Applicable for this assessment.	Not Applicable.	Not Applicable.
Disability	☒	☐	☒	a. High Risk - 'Clinically Extremely Vulnerable': Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus. b. Moderate Risk - 'Clinically Vulnerable': Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus. c. Other - Do not fall into one of the above categories, however, have received medical advice to	a. Pupils within this category will have been contacted by the NHS and advised with regards to shielding requirements. These pupils will be provided with study to be carried out from home. b. Pupils within this category have been advised by the NHS/government to follow advice on social distancing. These pupils will be provided with study to be carried out from home unless stringent social distancing measures are possible, and they/their parents agree to a return. The LA risks assessment (protocol / risk	Not Applicable – all reasonable adjustments will be made.

[1] Equality impact assessment based directly upon pupils. In addition to this the school/trust has identified that pupils:
(i) who live with individuals classified as High Risk – 'Clinically Extremely Vulnerable' will study from home.
(ii) who live with individuals classified as Moderate Risk – 'Clinically Vulnerable' should attend school and the school will undertake a 'COVID-19 - Individual Pupil Risk Assessment'.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: *Please provide details as to why reasonable adjustments are not being made*
	Positive Impact	Neutral Impact	Negative Impact			
				remain at home. d. Disability which is the subject of reasonable adjustments e. Reopening schools to children with special educational needs could increase their access to school based support.	assessment) should be undertaken to determine this if deemed as required. c. Pupils within this category will provide a letter from their GP confirming advice. If it is possible to attend school these pupils, the LA risks assessment (protocol / risk assessment) should be undertaken if required. d. The LA risks assessment (protocol / risk assessment) should be undertaken if required. e. The LA risks assessment (protocol / risk assessment) should be undertaken if required.	
Gender reassignment	☐	☒	☐	No evidence of impact.	Not required.	Not required.
Marriage and civil partnership	☐	☒	☐	No evidence of impact.	Not required.	Not required.
Pregnancy and maternity	☐	☐	☒	Moderate Risk - 'Clinically Vulnerable' - Pregnancy.	Pupils within this category have been advised by the NHS/government to follow advice on social distancing. These pupils will be provided with study to be carried out from home unless stringent social distancing measures are possible, and they/their parents agree to a return the LA risks assessment (protocol / risk assessment) should be undertaken to determine this if required.	Not Applicable – all reasonable adjustments will be made.
Race	☐	☐	☒	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability.	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.
Religion or belief	☐	☒	☐	No evidence of impact	Not required.	Not required.
Sex	☐	☐	☒	Current evidence of males being at higher risk of being admitted to hospital.	A Pupil Risk Assessment may need to be completed.	Not Applicable – all reasonable adjustments will be made.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: *Please provide details as to why reasonable adjustments are not being made*
	Positive Impact	Neutral Impact	Negative Impact			
Sexual orientation	☐	☒	☐	No evidence of impact	Not required.	Not required.

COVID-19: Equality impact assessment - Staff

Policy or Decision:	COVID-19: School wider-opening Individuals with increased vulnerability to infection or poorer outcomes from COVID-19[2]	**Assessment conducted by – name:**	Maria-Anne Higgins
School name:	Townley School	**Assessment conducted by – job title:**	Headteacher
Covered by this assessment:	Staff	**Assessment date:**	04/06/2020

Considerations regarding groups that may be affected:

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: *Please provide details as to why reasonable adjustments are not being made*
	Positive Impact	Neutral Impact	Negative Impact			
Age (Adults only)	☐	☐	☒	a. Moderate Risk - 'Clinically Vulnerable' - those aged over 70. b. Current evidence that those aged over 55 of BAME ethnicity, particularly those with co-morbidities, may be associated with increased vulnerability. c. Current evidence that those aged over 60 of White European ethnicity, may be associated with increased vulnerability.	a. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. An individual staff risk assessment is completed to determine this. b. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role. c. An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.

[2] Equality impact assessment based directly upon members of staff. In addition to this the school/trust has identified that staff:
(i) who live with individuals classified as High Risk – 'Clinically Extremely Vulnerable' will work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. A 'COVID-19 - Individual Staff Risk Assessment' should be undertaken to determine this.
(ii) who live with individuals classified as Moderate Risk – 'Clinically Vulnerable' should attend work and the school will undertake a 'COVID-19 - Individual Staff Risk Assessment'.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: *Please provide details as to why reasonable adjustments are not being made*
	Positive Impact	**Neutral Impact**	**Negative Impact**			
Disability	☐	☒	☒	a. High Risk - 'Clinically Extremely Vulnerable': Identified specific medical conditions have been identified as placing someone at greatest risk of severe illness from coronavirus. b. Moderate Risk - 'Clinically Vulnerable': Identified health conditions have been identified as placing someone at higher risk of severe illness from coronavirus. c. Other - Do not fall into one of the above categories, however, have received medical advice to remain at home. d. Disability which is the subject of reasonable adjustments	a. Staff within this category will have been contacted by the NHS and advised with regards to shielding requirements. These staff will be provided with work that can be carried out from home. b. Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. An individual staff risk assessment is completed to determine this. c. Staff within this category will provide a letter from their GP confirming advice. If it is possible to attend work these staff will have an individual staff risk assessment. d. These staff will have an individual staff risk assessment completed.	Not Applicable – all reasonable adjustments will be made.
Gender reassignment	☐	☒	☐	No evidence of impact	Not required.	Not required.
Marriage and civil partnership	☐	☒	☐	No evidence of impact	Not required.	Not required.
Pregnancy and maternity	☐	☐	☒	Moderate Risk - 'Clinically Vulnerable' - Pregnancy.	Staff within this category have been advised by the NHS/government to follow advice on social distancing. These staff should work from home unless this is not an option, stringent social distancing measures are possible, and they are willing to return. An individual staff risk assessment is completed to determine this.	Not Applicable – all reasonable adjustments will be made.

Groups with protected characteristics	It is assessed that this decision could have a:			Impact comments:	Reasonable Adjustments Identified:	Negative Impact: *Please provide details as to why reasonable adjustments are not being made*
	Positive Impact	Neutral Impact	Negative Impact			
Race	☐	☐	☒	Current evidence that ethnicity of a BAME background may be associated with increased vulnerability	A BAME risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Religion or belief	☐	☒	☐	No evidence of impact.	Not required.	Not required.
Sex	☐	☐	☒	Current evidence of males being at higher risk of being admitted to hospital.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not Applicable – all reasonable adjustments will be made.
Sexual orientation	☐	☒	☒	Potential for a positive effect or negative impact. LGBTQ+ people have a higher rate of mental ill health, domestic abuse in comparison with their counterparts which could affect their return to work.	An individual staff risk assessment is completed dependent upon cumulative vulnerability and job role.	Not required.

Additional areas for consideration

All of our children are living in a rural location, many are facing poverty. We have provided PC's for five children in receipt of PPG who requested them. Unfortunately some families do not have the internet, so we have been making weekly calls (at least) and have provided text books for use at home.