

Risk assessment for: Working safely during COVID 19 (Opening the whole school in September 2021)

Assessment date: 5/9/21

Name of assessor: Mrs R Patel

RISK ASSESSMENT FOR COUNTY BRIDGE PRIMARY SCHOOL - September 2021 Return following Step 4 in the Government's response to the pandemic

Note: some specific controls, mainly related to “bubbling” and segregation, have been removed for the September 2021 reopening of schools, in line with Government guidance – if circumstances change, some may need to be reinstated

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels		Consider <ul style="list-style-type: none"> • Staff informed to follow social distancing where possible. • Staff should avoid close face to face contact if possible • Work areas have been assessed to ensure staff able to socially distance • The occupancy has been assessed within the building to ensure that there is no overcrowding • Physical barriers have been put in place to promote social distancing • Notices and marker tape are present in circulation areas to encourage social distancing • Staff are encouraged to stagger arrival and departure times at work to reduce crowding into and out of the workplace or at pinch points • Hot-desking is discouraged, if this happens the area and equipment is fully sanitised before anyone else uses the desk 	<ul style="list-style-type: none"> • Each class can continue to be regarded as a ‘Bubble’ from Early Years to Year 6 and Nursery and Reception will share the outdoor classroom space but not at the same time. This is to ensure children understand that we are moving forward cautiously and we do not relax all Covid measures and controls immediately and all at once. • Each ‘Bubble’ will remain in their classroom for teaching and learning. At break and lunchtimes will continue to play with children in their ‘Bubble’ but will integrate in breakfast club but, play where possible, with children in their class or family to reduce widespread mixing. • Music/PE/consultant staff and other external agency (A Stars) staff will be able to provide their usual services. 	H	1. HT/SLT/SBM/ Caretaker 2. 26/8/21 3. 26/8/21



			<ul style="list-style-type: none">• Supply staff may be used unless an 'emergency plan' is needed following a local outbreak.• All children will remain in their classes and children encouraged to remain in their seats. In Years 1 to 6, tables and chairs can now be arranged in groups again. Children will continue to operate via minimal or reduced movement as much as possible.• Welfare visits will be encouraged for break times and lunch times as much as possible.• PE lessons will be expected to take place outdoors as much as possible.• Adults may maintain social distancing between each other and between themselves and the children. This is to be communicated to children too and explicitly taught every day. Children will need to understand that we will be continuing this system until half term, at the least, as a precaution.• CEV staff and pupils are to follow general advice as a minimum but may wish to continue with additional precautions. These can be discussed when individual risk assessments are		
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			<p>reviewed by the Headteacher (for Staff) and the Assistant Headteacher (for SEND pupils).</p> <ul style="list-style-type: none"> • Assemblies will resume in the Autumn term for Years 1 to 6 and they will take place at 9am from Week 1. The cohorts will sit maintain some distance between each class. This may alter if there is a local outbreak and an emergency plan is needed. • Class assemblies for parents will resume in the Spring term. • Harvest assembly and Christmas performances will resume next term. • Carol service at the Church will resume next term. • All staff and pupils, including CEV, will be expected to be working in school. • Staff isolating (when presenting with symptoms or testing positive with no symptoms) will work from home. • Staff will need to inform HT of test outcome immediately. • Staff to remain in the classrooms that they are assigned to, as much as possible, and avoid other classrooms. • Cover staff to cautiously maintain distance where they can. 		
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			<ul style="list-style-type: none">• Internal telephone system to be utilised for messages between areas/staff as much as possible in place of face to face contact.• Staff and pupils to maintain hand hygiene as regular practice. To wash hands before/after use of equipment – washing hands MUST remain a top priority for all to reduce risk of transmission and this to be explicitly taught to the children.• Perspex screen between front-facing office personnel and one at the school's reception may remain at the discretion of the individuals to offer additional protection.• All staff to continue to avoid movement to and back from places inside school (especially office areas due to the narrow corridor space) and instead use internal phone system.• Notices and marker tapes will be removed but staff to remain cautious and observe social distancing as much as possible.• School will be open at the usual times and staff will arrive and depart within these times, ensuring little to no congestion in entrance areas.• Our caretaker will provide additional cleaning of high		
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			<p>touch points once in the day and cleaning staff will provide a thorough clean at the end of day.</p> <ul style="list-style-type: none"> Continue to ensure good ventilation at all times. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
<p>Segregation of pupils (added in by school)</p>	<p>Teacher Support Staff Supply Staff Peripatetic Staff Pupil Parent Community</p>	<p>Consider</p> <ul style="list-style-type: none"> Students no longer need to be organised into suitable groups as advised by the government and DfE but school will continue to move cautiously so will remain in 'Bubbles' a little longer to ensure safety of staff and pupils Staggering arrival and departure times for each group to ensure that there is social distancing between groups and work stations as far apart as possible Having one way systems around the school to support social distancing. 	<ul style="list-style-type: none"> Pupils are no longer required to be segregated as part of the step 4 phase of the Gov't pandemic plan. However, staff are to ensure pupils mostly remain in their classes with their teachers. Teachers' PPA release will continue as per normal. Continue with staggered arrival and departure times for different year groups: 12:25-3:25 First Steps 8:40-11:40 Year Nurs 8:40-3:05 Year Rec 8:50-3:10 Years 1/2 8:45-3:15 Years 3/4 8:40-3:20 Years 5/6 These timings will be reviewed after the first half term. Parents with more than one child in multiple year groups to drop all children off at the earlier time and collect all children at the later time. Staff to keep children in their classrooms if they will be collected at later times and likewise be available from the 	H	<ol style="list-style-type: none"> HT/SLT 26/8/21 26/8/21



			<p>earlier start times to ensure there is supervision and learning for children arriving at the earlier times.</p> <ul style="list-style-type: none"> • Children to use the same table and chair every day to minimise risks. • All pupil tables are no longer required to be in rows and side to side. • Pupils to remain in their classrooms for any intervention work – not to use additional areas around the school. (To be reviewed after the first half term) • Pupils no longer require individual stationery packs and can have access to shared resources on the grouped tables. Older pupils stationery in their trays can be managed by pupils themselves. • Classroom based resources, such as books and games can be shared by children in the class. • Sports, music, art, science, etc. equipment can be shared between classes and no longer require rotational use. • Parents to continue to leave pupils at the school gate at designated times (see timings above). Staff to receive pupils at the gate. • Parents to collect children from their classroom using 		
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			<p>the external one-way system. SLT to ensure staggered collect times (at the gate).</p> <ul style="list-style-type: none"> • One-way system will continue to be in operation but will no longer be marked out. Staff to verbally communicate this to pupils, parents and visitors. • All pupil entry points are from external doors directly into the classroom /cloakroom area to avoid movement around the inside of school and similarly exit points will be directly from classroom to external areas <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Staff and parent interaction. (Including meetings)		<p>Consider</p> <ul style="list-style-type: none"> • Notifying parents that they must inform the school of an outcome of a child's test as soon as possible • Setting up guidelines for parents to contact the school and specific teachers; including, telephone, website and social media contacts • Informing parents that they are only allowed onto the school grounds at specified times for drop off and collection • If meetings are required with parents they are done using ICT systems in the first place. If face to face meetings are needed these are conducted in the open air if possible observing social distancing. Where this is not practicable the meeting should take place in a large room or area within the school, ensuring that there is ample fresh air perhaps with opening windows and social distancing observed • Only absolutely necessary participants should 	<ul style="list-style-type: none"> • Parents letter sent w/b 30/8/21 informing them of school expectations from 6th September. • All face to face meetings with parent (only one parent) are strictly by appointment only. • Any other meeting must take place in the community room with all windows open. • Pen pots for parents & visitors created (used and unused) to rotate use so to avoid sharing staff pens but to avoid cross-contamination between parents/visitors. Sanitise pens after each use. • Office staff keep a record of all visitors to the school and a record of their telephone 	H	<ol style="list-style-type: none"> 1. HT to inform parents 2. w/b 30/8/21 3. 2/9/21 <p>Repeat texts periodically to remind parents to report child unwell to school immediately and report the outcome of a test urgently.</p>

		<p>attend meetings and should maintain social distancing throughout</p> <ul style="list-style-type: none"> • Avoid any sharing of work equipment including pens/paper etc. • Using floor signage to ensure that social distancing is followed • A record will be kept of all visitors to the school. The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<p>numbers (for contact by 'Test & Trace').</p> <ul style="list-style-type: none"> • Parent letter sent to inform parents that they must notify school the outcome of a Coronavirus test, urgently. Periodically, parent text will be sent to remind them of this. • Parents advised to wear masks when entering the school building or close face to face contact with staff but will no longer be required to wear outside when dropping off/collecting children. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Staff and Staff interaction		<p>Consider</p> <ul style="list-style-type: none"> • Instructing staff members to adhere to social distancing at all times • Having reminders and notices clearly displayed at critical points around the building including staff only areas • Staggering break times for all staff to make social distancing easier 	<ul style="list-style-type: none"> • Social distancing to be cautiously observed, where possible, by individuals. • Staff asked to avoid walking to different areas around the school for passing messages, etc... and instead asked to use the internal telephone, where possible. • Staff advised they are able to wear masks when working closely with pupils at their work table, should they wish to do so. • Masks MUST be worn where there is no adequate ventilation. Staff to ensure windows are kept open throughout the day. • Masks MUST be worn when 	M	<ol style="list-style-type: none"> 1. HT to email Risk Assessment to all staff 2. 26/8/21 discussed on 2/9/21 3. 2/9/21



			<p>meeting someone they 'would not normally meet', as per guidance.</p> <ul style="list-style-type: none"> • In communal areas, i.e. staff room, ensure good ventilation. • Social distancing posters to be removed from classrooms, around school, staff room, etc... • Good hygiene posters (hand washing, respiratory hygiene, i.e. catch it, bin it, kill it' need to be displayed in classrooms, around school, staff room, etc... The expectations around good hygiene will need to be explicitly taught to pupils • Break times are staggered per lower school and upper school, as follows: Y4/5/6 10:15-10:30 Y1/2/3 10:30-10:45 Pupils in each class to remain in class designated areas. Staff will follow a break duty timetable (FS to present to staff). • Lunch times will return to the original staggered times. • Dinner supervisory staff do not need to remain strictly with their class for supervision duty. However, children will need to remain in designated areas as much as possible to reduce 		
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			<p>transmission across the classes, where possible. Hence, staffing timetabling can reflect this. (FS to circulate)</p> <ul style="list-style-type: none"> Return to the original staggered lunchtimes, as follows: Year Rec - 12:00-1:00pm Years 1/2 - 12:00-1:00pm Years 3/4 - 12:20-1:15pm Years 5/6 - 12:30-1:25pm <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Contamination on surfaces including toys and equipment		<p>Consider</p> <ul style="list-style-type: none"> Removing all soft furnishings which may be difficult to clean Removing and isolating all soft toys or toys which may have parts which are difficult to clean Ensuring that all surfaces and shared resources are suitably sanitised regularly Pupils and staff having individual equipment provided where possible including paper and pens. 	<ul style="list-style-type: none"> ALL staff to ensure all classroom areas remain decluttered and all soft furnishings to return to classroom use. Shared resources no longer require sanitising prior to returning to their stored locations. Soft toys or intricate toys are reintroduced into the settings. Cleaners/caretaker to ensure all surfaces are sanitised daily, as also all the 'high touch' areas such as the back of pupils' chairs, door handles, rails, push plates, light switches, etc... Pupils no longer require individual stationery packs and pupils to independently manage their resources from their personal trays. 	H	<ol style="list-style-type: none"> ALL Staff 26/8/21 also discussed in staff meeting on 2/9/21 2/9/21

			<ul style="list-style-type: none"> • Staff no longer require individual resources but they MUST observe good hygiene measures, including handwashing and avoiding touching their face. • Classroom based resources, such as books and games can be shared by children in the class. • Sports, music, art, science, etc. equipment no longer require cleaning between use by different classes. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Lack of effective cleaning		<ul style="list-style-type: none"> • Cleaning programmes have been reviewed to ensure that all areas are sanitised at least twice daily. <p>Consider</p> <ul style="list-style-type: none"> • Maintaining enhanced cleaning of all facilities throughout the day and at the end of each day • Frequent cleaning of work areas, class rooms and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and making sure there are adequate disposal arrangements. Clearing workspaces, class rooms and removing waste and belongings from the work area, class room at the end of the day • Bathrooms must be cleaned and disinfected using standard cleaning products before being used by anyone else if used by a person displaying symptoms before being sent home • Limiting or restricting use of high-touch items 	<ul style="list-style-type: none"> • Summer deep clean undertaken in all areas of the school prior to children returning in September. • Big decluttering and tidying to take place in September/October. • High frequented busy areas to be cleaned twice a day, as per guidance • Meeting with HT, SBM and caretaker to discuss cleaning needs – caretaker to inform cleaners. • Ipads/laptops used no longer require sanitising before and after distribution but all staff and pupils expected to wash hands before and after use. • Dinner staff are no longer required to wipe down dining tables after usage by each 	H	<ol style="list-style-type: none"> 1. HT/SBM/ (DHT for lunchtime actions) caretaker – caretaker to discuss expectations with cleaners. 2. 2/9//21 with staff/caretaker FS to discuss at mutually agreed time with dinner staff 3. 2/9/21

		<p>and equipment, for example, printers or whiteboards. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>class. However, general cleaning of tables done to ensure they are clean for children's use.</p> <ul style="list-style-type: none"> • Tables are thoroughly cleaned at the end of each lunch time. • Bathroom out of use until cleaning has taken place if a child displaying symptoms has used it prior to being sent home. • Children/staff may continue with the practice to have separate IWB pen to avoid sharing. • Weekly cleaning of resources is no longer required. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Lack of effective ventilation		<p>Consider</p> <ul style="list-style-type: none"> • Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels. Ensure that all systems are set to provide the maximum fresh air supply • Ensure all work spaces have a suitable fresh air supply • Opening doors and windows frequently to increase ventilation where possible • Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers 	<ul style="list-style-type: none"> • Ventilation to be a top priority for all. • As part of daily opening, caretaker to open classroom windows at start of day to begin ventilation of school and staff to close windows at the end of day. • Doors kept open but fire doors to be closed when classrooms are empty. • Ensure all areas are well ventilated throughout the day. • Parent letter is sent instructing to ensure children have layers of clothing as windows will remain open during the day. 	M	<ol style="list-style-type: none"> 1. ALL staff/ caretaker Daily opening of windows 2. 26/8/21 3. 26/8/21

<p>Personal Hygiene, toilet, shower and changing facilities</p>		<ul style="list-style-type: none"> • Handwashing facilities are available to all staff and pupils. These include those in the following locations – every classroom • Hand sanitisers have been made available at the following locations: every classroom and front of house. <p>Consider</p> <ul style="list-style-type: none"> • Using signs and posters to build awareness of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm • Make signage pupil friendly and ensure that the signage is suitable for anyone with a disability within the school, e.g., Braille or pictorial • Providing regular reminders and signage to maintain hygiene standards • Providing hand sanitiser in multiple locations in addition to washrooms • Providing tissues, bins and sanitiser within each group area to encourage pupils to ‘Catch it, Bin it, Kill it’ • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible • Enhancing cleaning for busy areas • Minimising use of portable toilets • Providing more waste facilities and more frequent rubbish collection • Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean, clear of personal items, and social distancing is achieved as much as possible • Changing facilities should be sanitised after each group use 	<ul style="list-style-type: none"> • Teachers/TAs to include direct teaching of personal hygiene, handwashing, correct toilet protocols within the curriculum upon the children’s return, again. Teachers to teach the children how to behave at break times, lunch times, start and end of day, etc... and all children to understand that the school will maintain ‘social distancing’ between classes as much as possible so they are not to play with children from other classes. Children need to understand this concept fully. • New Covid behaviour expectations communicated explicitly to all children returning to school, i.e. the seriousness of spitting, biting, etc. and its impact on the other person. • Staff to continuously monitor and be aware of any raised anxiety levels of children returning to school and to also appreciate the impact of this on children’s behaviour. • Handwashing – length of time and procedure – to be included in direct teaching, with reference to the posters displayed in classrooms and around school. • Posters (e-bug) need to be displayed in every classroom 	<p>H</p>	<ol style="list-style-type: none"> 1. ALL staff / HT/SBM/ caretaker 2. 26/8/21 and again communicated to staff on 2/9/21 3. 2/9/21
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		<ul style="list-style-type: none"> • Enhancing cleaning for busy areas • Providing more waste facilities and more frequent rubbish collection • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities 	<p>with question prompts for children.</p> <ul style="list-style-type: none"> • Children MUST understand and verbalise procedures of personal hygiene, handwashing, 'catch it, bin it, kill it' learning. • Staff to ensure all pupils have a personal supply of tissue – provided by parents. • Letter informing parents to provide a pack of tissues for every child – (as mentioned above) staff to ensure these are provided. • Staff to ensure pupils are clear about the use of toilets and the continued social distancing between classes within the communal hand wash areas • Daily cleaning is undertaken twice; after the children have arrived and at the end of the day. • Children to change for PE – limit back and forth of PE kit between home and school so for it to remain in school for a whole week. Teachers to communicate this clearly to the children and monitor. Parent letter sent too. • Nappy changing, intimate care, first aid, safeguarding, behaviour policies updated with a Covid 19 addendum. • Staff to ensure changing areas are sanitised after each 		
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			<p>use.</p> <ul style="list-style-type: none"> • Hand towels are provided in every classroom area and replenished daily by cleaning staff. • Hand dryers are deemed safe to use on the HSE website. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
<p>Staff at increased risk from the virus</p>		<ul style="list-style-type: none"> • Government guidance re shielding, higher risk groups, and the impact of COVID-19 are followed <p>Consider</p> <ul style="list-style-type: none"> • Staff members who are clinically vulnerable may be able to work at school but social distancing measures should be in place and medical advice should be followed in each case • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Providing support for workers around mental health and wellbeing. This could include advice or telephone support 	<ul style="list-style-type: none"> • All staff working in school, including 'clinically extremely vulnerable staff'. • In cases of 'local outbreaks', there is an expectation for all staff to continue to attend for work. • All staff reminded to observe Covid-19 control measures and be sensitive to the needs of others. • All staff to be aware of Covid variants and ensure good 'hand hygiene', respiratory hygiene' (catch it, bin it, kill it) and 'ventilation' measures and ensure this is regularly and frequently communicated to the pupils so they are able to articulate it, if and when asked. • A senior member of staff trained as Mental Health First Aider. • Huge focus on positive mental health development in pupils – staff awareness raised via training and staff 	<p>H</p>	<ol style="list-style-type: none"> 1. HT/ SBM/ Individual staff 2. 26/8/21 <p>Individual risk assessments reviewed in the week beginning 6/9/21</p> <ol style="list-style-type: none"> 3.

			<p>able to identify pupils with concerns due to the Covid pandemic. Pupils discussed with MHFA and targeted.</p> <ul style="list-style-type: none"> • School staff insurance company will provide a comprehensive wellbeing service for staff offering a wide range of support. Walsall council also provide an alternative service for employees. Contact details shared with all staff. • Undertake a review of additional Risk Assessments for individual staff, as appropriate. • Catering staff, dinner supervisory staff and any other staff handling food will continue to wear facemasks to reduce transmission. <p>Procedures to be reviewed at the end of the first half term.</p>		
Pupils at an increased risk from the virus		<p>Consider</p> <ul style="list-style-type: none"> • Pupils who are clinically vulnerable – medical advice should be followed to identify what controls need to be implemented. 	<ul style="list-style-type: none"> • Huge focus on positive mental health development in children – staff training has taken place. • Pupil attendance has been mandatory since 8th March 2021 and will continue with a huge focus on developing it further. Staff to ensure all pupils are questioned regarding attendance, following any period of absence. • High quality remote education MUST be provided 	M	<p>1. HT/ SENCO/ Health professionals</p> <p>SENCO to complete the review of individual risk assessments and share with relevant staff by 10/9/21</p> <p>2. 10/9/21</p>

			<p>for pupils affected by Covid or isolating as a result of Covid</p> <ul style="list-style-type: none"> • SENCO to review and update EHCP pupils' risk assessments (in coordination with parents) to identify any support needed for children. • Catering staff, dinner supervisory staff and any other staff handling food will continue to wear facemasks to reduce transmission. 		3.
Visitors and contractors		<ul style="list-style-type: none"> • Visitors are advised not to come to the school location if they have any symptoms as identified by the NHS • Visitors are limited where possible and asked to call in advance prior to coming to the site • Visitors are asked to respect social distancing at all times • At interaction locations a physical barrier is in place (e.g. screens and panels) • Sanitation and hand washing is available for visitors <p>Consider</p> <ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option • Limiting the number of visitors at any one time • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people (for example, carrying out services at night) • Maintaining a record of all visitors, if this is practical • Revising visitor arrangements to ensure social distancing and hygiene. For example where someone physically signs in with the same pen 	<ul style="list-style-type: none"> • Signage to inform masks to be worn indoors for visitors are displayed in school's reception • Office staff to routinely ask visitors to complete a declaration form regarding them and/or family member not having Covid-19 symptoms. (temperature check no longer required) • All visitors to attend via appointment only. • Protective screen fitted at front desk to separate visitors and office staff. • Sanitiser (foot pump operated) available at school's reception for every visitor. • Pen pots for parents & visitors created (used and unused) to avoid sharing staff pens and to avoid cross-contamination between parents/visitors. 	H	<ol style="list-style-type: none"> 1. Office staff/ Caretaker/ Visitors/ contractors 2. all school action completed by 2/9/21 3. 2/9/21

		<p>in reception</p> <ul style="list-style-type: none"> • Keeping a record of all visitors and cooperating fully with the Test and Trace service in the event of an outbreak 	<ul style="list-style-type: none"> • All visitors log maintained by office staff via the electronic sign-in. Office staff to check that these are logged on to the system. To print off daily. Visitor contact details (tel no) is added to enable 'Test and Trace'. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
<p>Staff with symptoms of the virus</p>		<ul style="list-style-type: none"> • Staff are asked to complete a Lateral Flow Test regularly. Staff will undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed • Staff who have any symptoms are advised not to attend work and should make contact with their manager and NHS services for further advice • Staff with symptoms may still be able to work from home and this should be agreed on a case by case basis dependant on the individual and their role • If a staff member becomes unwell whilst at work they should be advised immediately to go home and to contact the NHS services • Government guidance for staff with symptoms will be followed: this can be found at: Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK (www.gov.uk) • In the event of any staff member is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice • The school will follow its contingency plans (sometimes called outbreak management 	<ul style="list-style-type: none"> • Daily temperature checks no longer required for staff. • ALL staff have 'opted in' to take twice-weekly LFD testing and follow reporting and recording procedures – as agreed in training session on 27/1/21. The Expectation is that this will continue until at least the end of September, when the procedures will be reviewed by the Gov't. • Procedures for protocols if symptomatic agreed and shared with ALL staff. Staff to inform HT and must book a PCR immediately. • Staff member to call Headteacher to inform of any news from PCR test, as soon as the results are received. • Conversation held between HT and staff member, in the event of self-isolation, regarding continuation of work from home. • Gov.uk guidance followed if a 	<p>H</p>	<ol style="list-style-type: none"> 1. HT to share protocols in Risk Assessment with ALL staff via email on 26/8/21 and in meeting on first day 2/9/21 2. 2/9/21 3. 2/9/21



		<p>plans)</p> <ul style="list-style-type: none"> The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<p>child/staff member tests positive all the class/group will NO LONGER be sent home nor advised to self-isolate. Individuals are not required to self-isolate if they live in the same household as someone with Covid, or are a close contact of a positive Covid case and any of the following apply:</p> <ul style="list-style-type: none"> *they are fully vaccinated *they are below the age of 18years and 6 months *they have taken part or are currently part of an approved Covid vaccine trial *they are not able to get vaccinated for medical reasons. <p>Individuals will be contacted by Test and Trace to inform them they have been in close contact with a positive case and will be asked to take a PCR test. All individuals MUST take a PCR test on request from Test and Trace.</p> <ul style="list-style-type: none"> If a staff member develops symptoms consistent of coronavirus they should be sent home to self-isolate for 10 days – staff MUST be tested immediately in this scenario and continue to isolate until the results arrive. If negative, then return to setting. If positive, continue to self-isolate. <p>ALL the above measures are</p>		
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			subject to change in the event of a local outbreak.		
Pupils with Symptoms of the virus		<ul style="list-style-type: none"> From Year 7 onwards pupils are asked to complete a Lateral Flow Test regularly. Pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home If a student starts to show symptoms of COVID 19, they should be sent home immediately Whilst waiting collection by a parent/guardian the pupil should be moved to an isolated room where a window can be opened to provide fresh air If they need to use a bathroom they must use one dedicated bathroom and this must be thoroughly sanitised following the use Suitable PPE including apron, goggles, moisture resistant face mask and gloves Staff and pupils who engage with the person showing symptoms should be encouraged to wash their hand immediately following the min washing of 20 seconds and using the correct technique Government guidance for pupils with symptoms will be followed: this can be found at: Managing coronavirus (COVID-19) in education and childcare settings - GOV.UK 	<ul style="list-style-type: none"> Procedures are shared and ALL staff are aware of the correct procedures and protocols whether they are in school or at home. Parents are aware of procedures via letter in the w/b 30/8/21 and letter on the website. Parents sent link via parent comms. PPE is available for use for all staff Gov.uk guidance followed if a child tests positive, the class/group will NO LONGER be sent home and advised to self-isolate. Only Test and Trace will inform individuals to self-isolate. If a child/staff member develop symptoms consistent of coronavirus they MUST get a test immediately and remain at home to self-isolate until the results are available. If positive test, to self-isolate for 10 days as per advice from Test and Trace. If negative, then return to setting. Temperature logs for pupils are no longer required. 	H	<ol style="list-style-type: none"> HT to share protocols in Risk Assessment with ALL staff via email on 26/8/21 and in a meeting on first day 2/9/21 HT shared in letter to parents in w/b 30/8/21 2/9/21 2/9/21

		<p>www.gov.uk</p> <ul style="list-style-type: none"> In the event of any pupil is identified as having symptoms of COVID 19 the school will contact the Walsall Health Protection Team on 01922 658065 for further advice and follow this advice The school will follow its contingency plans (sometimes called outbreak management plans) The school may be contacted by 'Test and Trace' and will cooperate fully with them 	<ul style="list-style-type: none"> Pupils with symptoms isolate in community room awaiting collection with adequate ventilation – visitor toilet to be used only and supervising staff members to have full PPE. Toilet used by a suspected positive case will be out of use until thoroughly cleaned. Full PPE kit to be stored in the main office. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Deliveries and collections		<p>Consider</p> <ul style="list-style-type: none"> Revising pick-up and drop-off collection points, procedures, signage and markings Minimising unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Ordering larger quantities of inbound materials less often to reduce deliveries Where possible and safe, having single employees load or unload vehicles Where possible, using the same pairs of people for loads where more than one is needed Enabling drivers to access welfare facilities when required, consistent with other guidance Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks 	<ul style="list-style-type: none"> All contractors to be made aware of protocols with signage Deliveries are non-contact and are left in the reception area. Welfare facilities no longer available but if used in an emergency – strictly visitors toilets only - then they are cleaned immediately after use or be closed for use until they are cleaned. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	H	<ol style="list-style-type: none"> SBM/ Office staff/ caretaker 26/8/21– shared with staff via email

		<ul style="list-style-type: none"> and trolleys Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical Regular cleaning of reusable delivery boxes 			
Access and Egress		<p>Consider</p> <ul style="list-style-type: none"> Staggering arrival and departure times at work/school to reduce crowding into and out of the workplace Providing additional parking or facilities such as bike-racks Reducing congestion, for example by having more entry points to the school and entry points dedicated to single groups if possible Is there a direct entrance into the learning area from outside to reduce the need for moving around within the building Providing handwashing (or hand sanitation where not possible) at entry and exit points. Ensure that these are used when both children and adults enter the building Providing alternatives to touch-based security devices such as keypads Providing more storage for employees for clothes and bags Using markings and introducing one-way flow at entry and exit points Making sure that people with disabilities are able to access lifts and other areas of the building 	<ul style="list-style-type: none"> One- way system established for start and end times of the day. Children and staff to follow this system. Children start and end times staggered to minimise congestion at the school gate. Parents asked to, via letter, strictly observe the revised Covid measures. Every year group has its own external entry point and children to wash or sanitise as soon as they enter the building, and likewise after break and dinner times. Staff to store personal belongings in store cupboards. Dinner supervisory staff to come ready in uniform. Protocols shared with ALL staff, parents and repeatedly with pupils. Guidance updated so face coverings 'should be worn by staff and adult visitors in situations where social distancing between adults is not possible' Face masks to be worn in enclosed and 	H	<ol style="list-style-type: none"> HT to inform all staff and parents Staff to inform children repeatedly 26/8/21– staff informed via email Parents informed via letter in w/b 30/8/21 2/9/21

			<p>crowded spaces and staff may wear them when attending to pupils at their work tables.</p> <ul style="list-style-type: none"> If masks are used then staff to ensure they have a plastic bag to store their mask when not in use. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Common areas		<p>Consider</p> <ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or places to eat Using outside areas for breaks Using protective screening for staff in receptions, dinner halls or similar areas Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form Identify specific toilet areas for specific groups Staggering break times to reduce pressure on break rooms or dinner halls. Also consider serving lunches within the learning area Using safe outside areas for breaks Encouraging workers to bring their own food Encourage all personal items to be stored in lockers or pegs within the group area 	<ul style="list-style-type: none"> Break times are staggered: Y1/2/3 10:30-10:45 Y4/5/6 10:15-10:30 Areas of the playground will be split so classes have designated areas to avoid mixing. Pupils do not need to be 2 meter distance apart but rather avoid mixing. ALL pupils to have lunch in the dining hall, and where possible, avoid mixing of 'Bubbles'. ALL seats on the dining tables to be used and pupils are able to sit face to face too. Toilets use as follows: Nurs – Nurs toilets Rec/Y1 – Rec toilets Y3/4 - Mobile toilets Y2/5 – Cloakroom toilets Y6 – Y6 toilets Pupils to be informed that they need to avoid mixing with other classes. Staff to ensure there are set times for toilet use to avoid / limit randomised use, i.e. in 	H	<p>1.HT/SLT/ALL Staff DHT to identify playground areas for lunch and break times and inform all staff</p> <p>2. 2/9/21</p> <p>3. 2/9/21</p>

			<p>middle of lesson</p> <ul style="list-style-type: none"> Guidance updated so face coverings 'should be worn by staff and adult visitors in situations where social distancing between adults is not possible' Face masks to be worn in enclosed and crowded spaces and staff may wear them when attending to pupils at their work tables. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Moving around the building		<p>Consider</p> <ul style="list-style-type: none"> Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of radios, dedicate specific areas and toilets for each group Reducing job and equipment rotation. If any equipment is shared this should be sanitised before being used by another group or staff member Introducing more one-way flow through buildings Stagger the group arrival, break and leaving times to ensure that groups don't mix 	<ul style="list-style-type: none"> Pupils' movement restricted to mainly their classroom and toilet. Staff movement restricted – messages be relayed via internal phone as much as possible. Main office avoided and also narrow office corridor avoided, where possible. One-way established outside the building but not possible inside the building. Staggered start, end, break and lunchtimes. Staff to ensure that their movement and their pupils' movement is strictly limited. Pupils will not undertake jobs such as taking dinner registers, etc. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	H	<ol style="list-style-type: none"> HT to inform staff via email and in meeting on 2/9/21. Staff to share messages repeatedly with pupils 2/9/21 2/9/21

Work places and work stations		<ul style="list-style-type: none"> • Workstations allow staff to maintain social distancing wherever possible • Workstations are assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people • If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk <p>Consider</p> <ul style="list-style-type: none"> • Reviewing layouts to let employees work further apart from each other • Displaying suitable signage to encourage social distancing • Avoiding employees working face-to-face. For example, by working side-by-side or facing away from each other with social distance between them • Using screens to create a physical barrier between people • Avoid using hot desks and share workstations. If this is not possible additional cleaning should be put in place between each user 	<ul style="list-style-type: none"> • Screen placed between two employees working face-to-face in office. • All staff to be aware of Covid variants and ensure good 'hand hygiene', respiratory hygiene' (catch it, bin it, kill it) and 'ventilation' measures and ensure this is regularly and frequently communicated to the pupils so they are able to articulate it, if and when asked. • For PPA, staff to observe strict hygiene measures and ample ventilation in rooms... Sanitise areas prior to use, avoid touching face and wash hands regularly – community room, gallery, photocopier room available for use. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	H	<ol style="list-style-type: none"> 1. HT to inform staff via email and in first meeting on 2/9/21 2. 2/9/21 3. 2/9/21
Meetings		<p>Consider</p> <ul style="list-style-type: none"> • Using remote working tools to avoid in-person meetings • Only absolutely necessary participants should attend meetings and should maintain social distancing throughout • Avoid any sharing of work equipment including pens/paper etc. • Hold meetings outdoors or in a well ventilated room if they are essential meetings • Using floor signage to ensure that social distancing is enforced • A record will be kept of any visitors to the 	<ul style="list-style-type: none"> • All meetings are held in large areas such as the school hall, ensuring good ventilation. Some meetings may take place off-site with whole staff, teaching staff, governors, parents or external visitors. Some training may take place off-site, in coordination with staff from other schools. • All visitors log maintained by office staff via the electronic sign-in. Office staff to check 	M	<ol style="list-style-type: none"> 1.HT/SLT/ALL Staff/ Governors/ Visitors/ Parents 2. 2/9/21 3. 2/9/21

		school and made available to the 'Test and Trace' service if needed	that these are logged on to the system. To print off daily. Visitor contact details (tel no) is added to enable 'Test and Trace'. ALL the above measures are subject to change in the event of a local outbreak.		
Accidents, incidents and emergencies		<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <p>Consider</p> <ul style="list-style-type: none"> • Reviewing the number of first aiders, fire marshals and Evac chair operators required if the building occupancy and use has changed • Checking that first aid and fire safety provision and equipment is adequate for the new working environment • A rota system for first aid qualified staff, fire marshals and Evac chair operators, to ensure that they are available during the operating hours and accessible to all areas of the building or work area • Review the location of the assembly point and if this needs to be changed to allow for social distancing • Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire • What sanitation systems will you need to put in place following an emergency? E.g. equipment cleans for Evac chairs, radios, etc. • Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke 	<ul style="list-style-type: none"> • Accidents recorded and actioned as per normal and staff members to be in usual PPE when in close proximity to pupils, i.e. gloves, apron, etc. • Playground assembly point reviewed and communicated to all staff in preparation for fire drill asap. • Fire Marshall areas to be reviewed with staff/location changes in the new academic year. • Adequate number of PFA qualified staff to ensure staff and pupils' safety and ensure all staff dealing with First Aid are aware of their PPE requirements. • FULL PPE available for PFA staff should they wish to use shields and masks as well as gloves and aprons. ALL staff aware of WHO these identified staff members are. • Health & Safety audit has taken place (and an a Covid Compliance Audit) • Fire Safety Risk Assessment has taken place in the 	H	<p>1. HT & SBM to review fire marshalls and assembly point All PFA staff to observe requirements for PPE when dealing with accidents and emergencies/ HT to ensure all PFA training is up to date HT/SBM to ensure a fire drill has taken place asap</p> <p>2. 2/9/21</p> <p>3. 2/9/21</p>

		<ul style="list-style-type: none"> • One way systems that have been put in place may have to be abandoned in the event of fire • Amend the fire action plan if necessary to incorporate reduced staffing levels – i.e. those staff with specific roles in a fire evacuation may not be present • Check whether servicing of fire safety equipment is due or has been missed • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives • For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child’s chances of survival 	<p>Autumn term 2020.</p> <ul style="list-style-type: none"> • PFA refresher training is up to date for staff. One member of staff to access Day 2 of training. • First Aid at Work training refresher up to date. • Timer switches used to charge electronic devices. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		
Parent queuing outside school		<p>Consider</p> <ul style="list-style-type: none"> • Can parents and guardians safely queue outside the school while waiting to drop off or collect children • Parents may have other children with them and it may not be suitable to queue alongside a busy road • Implementing markers to identify the social distance spacing in waiting areas outside the 	<ul style="list-style-type: none"> • Communicate to parents to observe the new Covid rule outside the school gate. • ALL staff to remind parents if and where necessary. • Communicate to parents if they are repeatedly late to arrive at the correct time. <p>ALL the above measures are</p>	H	<p>1.HT/SLT/Office staff out by the school gate daily - am & pm</p> <p>2. procedures understood by all staff by 2/9/21</p>

		<p>school and within the school grounds</p> <ul style="list-style-type: none"> When staff open and close gates they either wear gloves or sanitise and wash hands before and after touching the gates 	<p>subject to change in the event of a local outbreak.</p>		<p>3. 2/9/21</p>
<p>Transport to and from school</p>		<p>Consider</p> <ul style="list-style-type: none"> Encourage pupils to travel to school via walking, cycling or private vehicles Pupils walking or cycling to school should be advised to socially distance at all times What car and cycle parking facilities the school has are these sufficient and is more provision needed do they allow for social distancing when being used Having transport vehicles which allow for social distancing within the vehicle. This could include using larger vehicles to transport small numbers of children and providing screens around the driver and marked or dedicate seats to be used or kept free During pick-ups social distancing should be observed. Pupils advised to social distant whilst waiting for the transport Where students are being collected and dropped at a home address, a process put in place to ensure that handover from the parent allows for social distancing. If student's personal items (e.g. wheelchairs) are handled by staff then gloves and sanitiser should be provided Suitable face covering should be worn (for those over 11 years old) Planning the loading of the vehicle so that pupils who get off first are nearest the exit, those who get off last are near the back. This prevents students passing each other within the vehicle 	<ul style="list-style-type: none"> Communicate to parents in a letter – encourage parents and children to walk to school where it is possible. Staff to encourage pupils to walk to school. SW's wheelchair is handled by parents as much as possible. If symptomatic, staff and pupils to avoid travelling by public transport. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	<p>H</p>	<p>1. HT letter to parents in w/b 30/8/21</p> <p>2. 3/9//21</p> <p>3. 2/9/21</p>

		<ul style="list-style-type: none"> • All pupils will use hand sanitiser when entering the dedicated school transport • On arrival at school and when returning home pupils should wash their hands for at least 20 seconds following the recommended method 			
Communication of control measures to staff, pupils and parents		<p>Consider</p> <ul style="list-style-type: none"> • Training all staff on the specific control measures relevant to their job roles • Engaging with staff during the development of the risk assessments and identification of suitable control measures • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email • Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. • Using games, songs and stories to help explain the new rules to pupils and increase pupil understanding • Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. • Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work • The latest government guidance has been considered in the development of the risk assessment: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Actions for early years and childcare providers 	<ul style="list-style-type: none"> • All procedures and protocols shared with staff, parents and pupils • All updated policies shared with staff and where applicable with parents and pupils. • All staff have received the Risk Assessment in the week beginning 23/08/21 and are asked to read and comment back via email. All staff have an opportunity to ask questions in whole staff meeting on 2/9/21. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	H	<p>1.HT communicate to all staff by 2/9/21. RA shared with ALL staff and governors, including peripatetic staff Staff to repeatedly communicate protocols to pupils</p> <p>2. 2/9/21</p> <p>3. 2/9/21</p>

		during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)			
PPE provision		<ul style="list-style-type: none"> • PPE is provided as identified within the risk assessment • Should there be a shortage in supply this is highlighted with the senior management team and additional supplies are sourced from other departments within the council • If PPE identified within the risk assessment is not available then the tasks requiring PPE will not be undertaken <p>Consider</p> <ul style="list-style-type: none"> • Making an assessment of the tasks staff undertake and assess if there is a need for PPE to safely perform the task • Providing an emergency PPE kit and spare stock, to be used in the event a pupil or staff member starts to show symptoms of COVID 19. This PPE can be worn by any staff member needing to supervise a pupil whilst awaiting their collection from school <p>Note: Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly</p>	<ul style="list-style-type: none"> • PPE is not required, as per guidance. All staff have access to PPE for their use, should they wish. • PPE is audited and an order is raised to ensure adequate PPE is available for staff use. Staff to inform office staff if resources require replenishing. • Emergency PPE kit and spare stock to be stored in the main office in the event of a child becoming infected. If a staff member develops coronavirus symptoms they will be sent home immediately. • PPE training has taken place to ensure staff use, wear and remove the PPE correctly – delivered remotely by a nurse. • BF to resend the details of ‘how to don and doff PPE correctly’. • ALL staff will need to undertake this training. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	H	<ol style="list-style-type: none"> 1. HT/SBM/Office staff audit & source PPE 2. 2/9/21 3. 2/9/21

Teaching pupils with SEN		<p>Consider</p> <ul style="list-style-type: none"> • Reviewing each individuals risk assessment to ensure that suitable controls are in place • Providing additional PPE for personal care • Allocating dedicated staff to care for individual children where personal care is needed • Ensuring that personal care environment and equipment is thoroughly sanitised following each use • Using SEN tools to help communicate the control measure and new rules to the pupils. Consider how best to do this for the communication to be effective • Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual • Domestic educational visits may resume. These trips may include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.) The controls in relation to the COVID 19 should be considered within the Educational visit risk assessment • (Additional school specific controls should be identified here) 	<ul style="list-style-type: none"> • Individual risk assessments for children are co-reviewed with parents by the SENCO and updated. • Adequate PPE is available for staff when dealing with individual pupils who require intimate care. • Visual timetables are in place to support pupils' understanding – SENCO to check this is undertaken. • SENCO to ensure external agency support is provided for children, when and where necessary in a safe manner. <p>ALL the above measures are subject to change in the event of a local outbreak.</p>	H	<p>1.HT/ SENCO/ Parents</p> <p>2. 10/9/21</p> <p>3. 10/9/21</p> <p>All RA completed by 10/9/21 and shared with staff for children in school.</p>
Educational Visits		<p>Consider</p> <ul style="list-style-type: none"> • Making use of outdoor spaces in the local area to support delivery of the curriculum • As normal, undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely • As part of this risk assessment, consider what control measures need to be used to reduce the risk of COVID 19 and ensure awareness of wider advice on visiting indoor and outdoor venues 	<ul style="list-style-type: none"> • Day visits and overnight / residential visits are able to resume but international visits are cautionary due to the unpredictable nature and being subject to changes during the period of the visit.. • ALL staff to ensure they actively seek out Covid-19 risk assessment measures and controls for all venues visited alongside and in addition to their usual 	H	<p>1. HT to inform staff via email and in meeting on 2/9/21. EVC Lead to ensure Covid 19 Risk Assessments are included within the school's off-site Risk Assessments.</p>



			<p>thorough risk assessment control measures. This must take into account their hygiene measures and ventilation.</p> <p>ALL the above measures are subject to change in the event of a local outbreak.</p>		<p>2. 2/9/21 3. 2/9/21</p>
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* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks

Date reviewed	Amendments made	Reviewed by	Next review
18/10/21	Local Authority re-introduced additional Covid measures e.g. re-introduction of ‘Bubbles’ due to high Covid increases in Walsall. As a result, residential visits are not allowed. Day visits are only allowed to Covid secure venues.	RP	13-12-21