

## Banwell Primary School Risk Assessment



<b>Date of Assessment: 03/12/21</b>	<b>Assessed by: Paul Davis Role: Deputy Headteacher</b>
	<b>Based on the North Somerset Covid Risk Assessment, received 03/12/21</b>

What is the <b>task, activity, person or environment</b> you are assessing?
<b>Continuation of operations during the COVID-19 Situation: From 1<sup>st</sup> September 2021</b>

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
Risk of spreading Covid 19	All pupils, staff and visitors	All staff are competent and instructed with regards to the procedures in place for protection.	Yes					
Risk of spreading Covid 19	All pupils, staff and visitors	<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed at national level.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test</p>	Yes					

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		LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.						
Risk of spread via social contact	All pupils, staff and visitors	Under Step 4 of government guidance from 19/07/2021, social distancing measures are no longer in place in school.  Pupils will no longer be in bubbles	Yes					
Risk of spreading COVID 19 through close contact/shared surfaces	Staff, pupils and visitors increased chance of infection.  Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.	The more frequent cleaning regime will remain in place, with regular cleaning (e.g. twice per day) of frequently touched surfaces.  All rooms have a surface cleaning kit – <b>blue cloth and surface spray to be used to clean frequently touched surfaces including desks, chairs, taps, and door handles every lunchtime (alcohol wipes to be used to clean light switches)</b> by the staff who work in the room. Blue cloths are machine washable. They will be collected in for washing and replaced daily.  Keypads by front gate and front door and green button and photocopier to be wiped twice a day by office team.  Staff, who previously would not have undertaken cleaning as part of their role, have been given adequate instruction on how to use	Yes		Further guidance can be found on the link below from Public Health England: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>  A briefing will be conducted with staff prior to the return to school on 08/03/2021 in which expectations around cleaning will be revisited.			

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		<p>the cleaning product for surfaces by the caretaker. In addition visual prompts are included on a laminated sheet in each cleaning kit. Staff informed to wash hands after each use. Gloves provided as required.</p> <p>Discussions had with cleaning staff/ contractors/ suppliers to ensure effective cleaning schedule in place that is compatible with altered timetables/ use of school spaces, and increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product.</p> <p>More frequent cleaning of rooms/shared areas that are used by different groups.</p> <p>Classroom based resources which are shared in the classroom e.g. books, games/toys, and other educational equipment, will be cleaned regularly where possible.</p> <p>Library books can be taken home although unnecessary sharing should be avoided. Returned books need to be wiped/cleaned or left unused for 72 hours.</p> <p>Any <b>whole school resources</b> /equipment used, will be</p>						

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		<p>cleaned/wiped meticulously after use by the staff using it, ready for a potential different group to use. For materials/equipment that cannot be washed/wiped it will be stored and unused for 48hrs (non plastic) and 72hrs (plastic).</p> <p>All available sinks, including, the sinks in the YR, Y1, Y2, Y6 classrooms, the KS2 corridor and the Y3/4 hub have :</p> <ul style="list-style-type: none"> <li>- poster for 20 second handwash</li> <li>- soap</li> <li>- paper towels</li> </ul> <p>Assistance provided to pupils who may struggle to wash their hands independently.</p> <p>Each Classroom has been provided with hand sanitiser. Staff informed that it must be kept in a place accessible to adults only and if needed to be used by children, this is administered/supervised by an adult. The bottles are refilled daily by the caretaker.</p> <p>· Tissues for each room – ensure adequate stock – <b>Maintain good respiratory hygiene - signs catch it, bin it kill it.</b></p> <p>Staff and pupils are allocated their own pens, pencils, rulers etc. and reduce sharing stationery and other</p>			<p>Additional teaching on handwashing provided and regular reminding of good hygiene practices and pupils understand this is now part of how the school operates. Use of games, songs and repetition to reinforce measures.</p> <p>Posters and lesson plans on general hand hygiene can be found on the ebug links below:  <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a>  <a href="https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://e-bug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a>            See link for further advice on ventilation  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> </p>			

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		<p>equipment where possible.</p> <p>Poster on front gate stating any person displaying any symptoms of coronavirus are not allowed entry to the school.</p>						
Risk of spreading Covid 19 via aerosol transmission		<p>Maximise ventilation and minimise door contact – prop doors open (where safe to do so - not fire doors) and open windows in the room you are working in. This should be balanced with the need to maintain a reasonable temperature within the room. When temperatures are very low outside, allow some ventilation, prioritising higher windows.</p> <p>Rearrange furniture where possible to avoid direct draughts.</p> <p>Increase ventilation whilst spaces are unoccupied e.g. between classes, during break &amp; lunch, where unused.</p> <p>Encourage Covid-19 vaccination and enable staff who are eligible for a vaccine to attend booked vaccine appointments where possible.</p> <p>Additional advice regarding playing instruments and singing in groups no longer appears in the North Somerset Risk assessment.</p>	Yes		<p>See link for further advice on ventilation.  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a></p> <p>If fire doors are needed to be kept open as part of the ventilation arrangements, then they must be fitted with automatic hold open devices (“dorgards” or hardwired equivalents) which shut on activation of the fire alarm.</p>			

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Covid-19 infection-symptomatic individuals	Staff, pupils and other visitors to the site	<p>Individuals must not come into school if</p> <ul style="list-style-type: none"> <li>one or more symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell)</li> <li>they have had a positive LFD test</li> <li>they have had a positive PCR test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>the start of their symptoms</li> <li>the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the individual no longer needs to self-isolate, as long as they don't have Covid-19 symptoms.</li> </ul> <p><i>* From 16 August, you will not be required to self-isolate, if you live in the same household as someone with COVID-19 or are a close contact with someone with Covid-19 if any of the following apply:</i></p>			<p>Refer to Public Health England on the latest isolation times and cleaning requirements <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Inform NSC as soon as possible of any confirmed cases: <a href="mailto:Sally.varley@n-somerset.gov.uk">Sally.varley@n-somerset.gov.uk</a>  <a href="mailto:wendy.packer@n-somerset.gov.uk">wendy.packer@n-somerset.gov.uk</a></p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who has Covid-19 symptoms. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p>			

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		<ul style="list-style-type: none"> <li>fully vaccinated (14 days have passed since you received the recommended doses of the vaccine)</li> <li>aged under 18 years and 6 months,</li> <li>taking or taken part of an approved trial,</li> <li>not able to get vaccinated for medical reasons.</li> </ul> <p><i>This advice was changed on 28/11/2021 to reflect the identification of the Omicron strain of Coronavirus. Where individuals are determined to have come into contact with someone with the Omicron strain, we will follow current guidance on isolation.</i></p> <p><i>Instead they will be contacted by NHS Test &amp; Trace, informed they have been a close contact with a positive case and advised to take a PCR test. Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school.</i></p> <p>If an employee or pupil develops Covid-19 symptoms whilst onsite, they are sent home and advised to</p>			<p><i>Updated guidance from North Somerset based on Risk Assessment received 03/12/2021</i></p> <p>Anyone who has been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of their vaccination status or age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and be provided with details about self-isolation. Additional actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</p>			

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		<p>stay at home and self-isolate for at least 10 days from the onset of symptoms and only return if they do not have symptoms other than a cough or loss of sense of smell/taste and arrange to get test at <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Other members of their household should self-isolate, unless they comply with the <i>*above conditions</i>. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a <a href="#">Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test</a>, and the next 10 full days.</p> <p>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and home to school transport, and wherever possible, be collected by a member of their family or household. When a someone is awaiting collection, they should be isolated in a separate room with closed door where possible, ideally with a window open for ventilation (ensuring appropriate supervision where applicable). If not possible, they</p>			<p>NHS Test &amp; Trace link: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> or by calling NHS119</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>Ensure active engagement with NHS track and trace process</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required. Tel DfE on 0800 046 8687 select option 1</p>			



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		<p>should be kept at least 2 metres from others.</p> <p>A fluid resistant surgical face mask should be worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs). If contact needed, then gloves and apron should be worn. Everyone must wash their hands thoroughly after contact with someone that is unwell.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>The area where the person was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours unless negative result is reported, before disposing of in line with normal waste collection from site.</p> <p>Individuals with symptoms must have a PCR test.</p>			<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>			

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		<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>  Covid-19 confirmed cases in school will be reported immediately to Public Health England's local health protection team delivered by NHS Business Services authority who will investigate/ advise accordingly. Tel 0300 303 8162 for special schools or Tel 0800 046 8687 (option 1) for advice on action to take in response to a positive case any general queries relating to Covid-19 and education should select option 3 or 4  Parents and staff should inform schools immediately the results of a test.						
Travel abroad & Quarantine	Staff, pupils, & visitors	All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine.	Yes					
Administering First Aid		Staff should avoid being face on and try to remain side by side if possible. Use the hand sanitiser	Yes		Call NHS 111 for additional clinical advice or help in a non-emergency situation (for			

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		<p>before and after treating. Disposable gloves must be worn to treat any cuts that are bleeding. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items. Avoid touching your mouth, eyes and nose.</p> <p>Staff must take their classroom's stocked first aid kit and hand sanitiser whenever outside. First aid kits have been restocked for each room with gloves, wipes etc.</p> <p>First aid cover is continually monitored to ensure adequate cover: 4 x PFA staff with valid/renewed qualifications and 10 other first aiders are currently available on staff. CP, CH and JW are available first aiders if assistance is required from a member of staff outside the wider group.</p> <p>In the event of an adult on school site requiring resuscitation, staff are advised that rescue breaths should not be given to adults – chest compressions only.</p>			<p>emergency situations, 999 should be called).</p> <p>PPE is not necessary when dealing with pupils and staff on site, where you are able to ascertain they are symptom free: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>			

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Managing Social Distancing in Lesson times	Pupils and Staff	As of 19 <sup>th</sup> July 2021, social distancing measures are no longer required. If the school were to have a Covid 19 outbreak, then a return to the previous risk assessment guidance would be considered.	Yes		The school's policy regarding face coverings was shared with staff via the risk assessment and also in the return to school briefing on 01/03/2021.			
Face coverings	All pupils and staff	As of Sunday 28/11/2021, with the issuance of additional guidance following the identification of the Omicron strain of Coronavirus, face coverings will again be worn in communal areas by all staff.	Yes		New guidance shared with staff via email on 28/11/2021 and at Monday staff meeting on 29/11/2021.			
Increased fire risk from additional cleaning supplies		<p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.</p>	Yes		<p>Members of School Leadership Team briefed and able to act, in the event of staff shortages, as designated Fire Safety Coordinator in an emergency.</p> <p>Review PEEPs for individual children, where appropriate</p>			
Meetings between staff or parents/visitors and staff	Staff, Contractors, visitors	Visual and verbal checks made to establish that external attendees are not exhibiting symptoms. Records of visitors to site	Yes					

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		maintained.						
Pupils with existing education, health and care (EHC) plans/ individual risk assessments	Pupils	<p>Our existing pupils with EHCPs do not require personal care but may need assistance with understanding the social distancing rules and required hand washing. This will be supported by the staff, including the Pupil Support Team and the use of social stories.</p> <p>3 children currently have individual risk assessments as they pose risk of harm to self / harm to others. These risk assessments have been reviewed and updated June 2020.</p>	Yes		<p>Need to revisit Risk Assessments with the children on their return in September so they are clear in expectations and actions if non-compliant.</p>			
Pupils or Staff in Higher Risk categories:	Clinically vulnerable pupils/staff or those with other risk factors e.g. BAME	<p>Where a pupil is unable to attend due to complying with clinical/public health advise then immediate access to remote education should be offered</p> <p>CEV people should think carefully about additional precautions they can continue to take. See link for further advice, <a href="#">guidance on protecting people who are CEV from Covid-19</a></p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>	Yes		<p>The HSE has published guidance on ... <a href="#">protecting vulnerable workers</a></p> <p>You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be</p>			

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		<p>Staff must take care to observe good hand and respiratory hygiene, care taken when meeting others you usually do not meet i.e. space is well ventilated, meet outside if possible, consider social distancing.</p> <p>Pregnant women are generally advised to follow the above advice, which applies to all staff in schools. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. More <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy</a> is available from the Royal College of Gynaecologists.</p>			at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).			
Offering Out of School Provision to wider group of pupils e.g. Breakfast Club and After School Provision	Pupils Staff	No additional guidance at this point	Yes					
External Deliveries	Staff	No additional guidance at this point	Yes					

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Statutory building compliance testing	Staff, Contractors, pupils	No additional guidance at this point	Yes					
Site Maintenance	Staff, contractors	No additional guidance at this point	Yes					
Reduced staff numbers on site due to isolation/ working from home	Staff, pupils	<p>Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.</p> <p>Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties. Additional instruction/ information/ training given where needed to those covering changes to roles.</p> <p>Staff traveling abroad during school holidays must follow latest gov guidance on quarantine measures <a href="#">how-to-self-isolate-when-you-travel-to-the-uk/</a></p>						
Concerns from all parties on the changing situation	Staff, parents, pupils	Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly.	Yes		<a href="https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2">https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2</a>  <a href="https://www.gov.uk/guidance/re mote-education-practice-for-">https://www.gov.uk/guidance/re mote-education-practice-for-</a>			

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		<p>Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></p> <p>Where available, staff reminded of school's EAP (Employee Assistance Programme). There are also free resources e.g.</p> <ul style="list-style-type: none"> <li>• <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> <li>• Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892.</li> </ul> <p>All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions.</p>			<p><a href="#">schools-during-coronavirus-covid-19</a></p> <p>Planning to ensure any changes to workloads do not become unmanageable e.g. use of DfE's <a href="#">workload reduction toolkit</a>.</p> <p>Consider use of school nursing team and <a href="#">health child programme</a></p>			
School trips	Staff, pupils	<p>Government guidance is that educational visits may now take place. Guidance suggests that schools be aware of the financial risk of the increased likelihood of cancellation.</p> <p>Risk assessments for the relevant visit will need to include the control</p>	Yes		<p>Risk assessments must be signed off by CP at least ten days prior to the visit.</p> <p>The following general guidance about educational visits is below: <a href="https://www.gov.uk/government/publications/health-and-safety-">https://www.gov.uk/government/publications/health-and-safety-</a></p>			



What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/precautions are needed to manage the risk?	Additional control measures implemented:		
			Yes	No		Action by whom?	Action by when?	Date complete
		measures which will be put in place to mitigate against Covid-19.			<a href="#">on-educational-visits/health-and-safety-on-educational-visits</a> and supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>			
Travel to and from site	Staff, pupils, parents, members of public	Face coverings are recommended on public transport and home to school (for children over the age of 11). Pupils/staff are reminded not to touch the front of their face covering during use or removal. They must wash hands immediately on arrival and dispose face covering in covered bin or if reusable in a plastic bag and wash their hands again (if applicable) before going to their classroom			<a href="#">Further guidance from the DfE to be published on dedicated school transport</a> which should be followed <a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020</a>  Children must not board home to school transport if they have symptoms of coronavirus (COVID-19).			
Government locally imposed rules	Staff, Pupils, cleaners, contractors	Contingency plans are to be in place and up to date in the event the number of positive cases substantially increase.  The school has contingency plans in place to cover the possible reintroduction of “bubbles” for a temporary period – in this situation, we would revert to a previous risk assessment and plan, depending on the conditions imposed.			Schools will need to follow advice in the following link <a href="#">contingency framework</a>			