

Coronavirus (COVID-19) Risk Assessment Tool

Academy: Victoria Primary Academy				Location(s)/Site(s); Victoria Primary Academy			
Carried out by: Hayley Scargill				Date: 28.7.2020			
Review Dates:	10.9.2020 in red	Oct 10 th 2020 review in purple	November 6 th 2020 review in green	January 2 nd 2021 Updates in dark blue	February 1 st 2021 updates in cerise.	March 1 st Update – full school return from the 8 th of March 2021	3 rd May 2021

Travelling to and From the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>School Staff</i> <i>Students and families</i></p>	<p>Discourage staff and students from using public transport where possible. Encourage staff to cycle or walk to work where practical and safe to do so. Encourage students/families and children to time their journey to and from school to avoid congregating at entrance or exit points into school. Provide guidance to staff who have no option other than using public transport:</p> <ul style="list-style-type: none"> • Check with transport provider for latest travel advice • Allow sufficient time for the journey – some routes may have reduced capacity • Purchase e-tickets or use contactless methods where possible, • Wear face coverings in enclosed public spaces, • Carry anti-bac wipes and/or hand sanitiser, • Maintain social distancing of 2 metres where possible, • Wipe tables or trays when finding a seat, • Maintain good levels of ventilation e.g. open windows if possible, • Avoid eating, drinking or touching the face while travelling, • Wash your hand for 20 seconds on entry into workplace. <p>If two or more staff need to travel together in vehicles:</p> <ul style="list-style-type: none"> • Encourage them to remain in teams and avoid crossover with other groups, • Travel with windows open where possible, • Do not face each other, • Clean the inside of the vehicle regularly, particularly regular touch points (handles etc), • Wear disposable gloves when refuelling, • Wash your hands for 20 seconds on entry into the work place. 	<ul style="list-style-type: none"> • Staff given information re public transport and signposted to government advice • Advice re public transport sent to parents with September opening plan information • Parents encouraged to allow older children to walk to school independently • Staff and parents signposted to government advice https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport • Hand and respiratory hygiene reminders given regularly • Staggered starts and finishes will support arrival and leaving of staff (see information for parents and rotas for more details). • Discussion between principal and head of Rowan Gate to support movement of traffic and pedestrian on site took place in July

	<p>Consider measures to accommodate staff whose journey times might be increased, such as adjusting shifts or rotas.</p>	
Arriving at, Moving around and Departing the Workplace		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>All Staff</i> <i>Students and families</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Consider arrangements for storage of additional cycles, clothing, helmets and accessories used by staff.</p> <p>Consider staggering arrival and departure times to minimise congestion at entrances and exits.</p> <p>Provide clear signage and guidance for students/families to follow when social distancing at the start and end of the school day.</p> <p>Provide additional/mobile hand washing facilities or sanitising stations at entry / exit points.</p> <p>Instruct staff, students and visitors to wash their hands on arrival and on departure.</p> <p>Review signing in procedures, including the use of pens, registers and other touch points (e.g. Reception complete sign in book for visitor).</p> <p>Review the need for touch pads or keypads at entry points. If unavoidable, arrange frequent cleaning, provide anti bac wipes and provide facilities for users to wash or sanitise their hands after use.</p> <p>Consider one-way systems of travel, particularly where there are narrow routes around school. Include clear instructions about walking single file, being distanced and using the LHS.</p> <p>Identify pinch points and hotspots where people could pass within 1 metre of each other – Rearrange and/or remove furniture as necessary. Furniture, where possible should be organised in rows facing the front.</p> <p>If necessary, provide floor-markings, external and internal signage and distancing markers.</p> <p>Review the use and capacity of lifts – Reduce the maximum number of users if necessary.</p> <p>Review induction arrangements for any new/temporary staff. This must include reading and signing for the Child Protection Policy and Staff Code of Conduct.</p>	<ul style="list-style-type: none"> • Bike racks are available, parents will be reminded to ensure children wear helmet and lock bikes whilst on site • Signage for social distancing displayed around the playground fence, video for parents will show this in action. SMT and inclusion team will be on duty on the playground to ensure compliance with this • Sanitising stations and 5 additional portable sinks are in place • Signage in the entrance reminds staff and visitors about hand washing protocols. Office staff will give verbal reminders when signing visitors in • Inventory screen will be cleaned regularly through the day by office staff. Signage on the unit requests staff to use their lanyard to no touch sign in, visitors should use gel prior to touching the screen • A covid-19 declaration will be in place on the screen for agreement prior to entry • All pupil movement will be supervised, adults to ensure areas are clear before moving • Entrance doors are allocated for year groups (see staggered starts/finishes information for further details) • Staggered entrance and exit times in place (see staggered starts/finishes information for further details) • Staggered starts and finishes were temporarily suspended during lockdown, less children on site means we can have all children arriving at 9am and leaving at 3pm. There are collection spaces for all year groups, children are collected from their playground assembly points by members of staff and returned at the end of the day. Designated doors are used for year groups. • Gate will remain open and supervised for the entire staggered entry period. A 15 minute gap allows one set off parents to be off site before another arrive. Flow of parents to be controlled by senior team using year group batons Now these routines are more established batons are no longer needed. Less adults are needed out on the playground to supervise arrival and leaving, enabling more staff to be inside to greet children. Principal, vice principals, inclusion team, one member of office team, site supervisor and one teacher (on a rota basis) are on duty. • On duty outside for staggered starts and ends: principal, one vice principal and one member of the inclusion team. Office staff are available for support via walkie talkie, can also come outside if needed. Office team have CCTV open whilst the gates are open.

		<ul style="list-style-type: none"> • KS2 parents will drop children at the gate, they will then walk to their lines. KS1 parents will bring children onto the playground and stand in socially distanced groups with their children. Lower KS2 and KS1 parents will come onto the playground and stand in socially distanced groups for collection. Reception children will be dropped and collected from Reception green gates. • icy routes will be in place for when the playground is frozen on the bottom corner. These were trialled during December and worked well. Parents need additional guidance on these when they are in place, extra adults will be asked to be on duty at this point. Although we hope these routes will not be needed, they are still available to use if needed • All children will queue forward facing, but not socially distanced • Only one adult on site per family • Adult to stand with child socially distanced from other groups, in the drop off and collection zones on the playground, these will be demarcated with cones • Induction to take place on Sharepoint, electronic signing of documents via Microsoft forms • Home academy agreements and collection lists will be completed and updated online by parents using Microsoft forms – teachers can then access these from their laptop or ipad. No copies will be printed • Electronic sims registers are already used at VPA, absence books will be completed online • Late arrivers will arrive through the office, social distance cones to be set up outside for this purpose • No parents to visit the office at start and end of day. Communication with SMT and inclusion staff on the playground, communication with teachers via telephone, class Dojo or email parents able to visit the office when essential, cones in place for queuing, one family only at a time in the entrance hall • Higher transmission rates and increased rates of death from Covid19 Nationally have led to an additional tier 4 being in place, Northamptonshire was moved to tier 4 from 31.12.2020, all systems of control must be rigorously adhered to, reminders to be sent to parents by Ian Pearson on 2.1.2020. All parents requested to wear face covering when onsite and when in the building for pre-arranged meetings • Schools are reopening from the 8th of March 2021 to all pupils, however, the country remains in lockdown with a series of stages of controlled opening up of society. Transmission rates have lowered since the beginning of January but remain high. All systems of control must be rigorously adhered to. Ian Pearson emailed updates to parents to prepare them for full return on the 1.3.21. A staff questionnaire has been completed and staff guidance, along with this risk assessment, will be shared with staff on the 3.3.21
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Visitors, Contractors and Receipt of Deliveries		
Persons at Risk	Possible Precautions	Actions Taken
<i>Staff</i>	Postpone or reschedule visitors and contractors where practical.	<ul style="list-style-type: none"> • Contractors will be scheduled outside school hours wherever possible. Where a visit in school hours is necessary, all Covid measures will be
<i>Visitors</i>	Review arrangements scheduled contractor visits. Consider rescheduling if practical.	

Coronavirus (COVID-19) Risk Assessment Tool

<p><i>Contractors</i> <i>Cleaners</i></p>	<p>Review maintenance and testing regimes.</p> <p>Where possible, schedule maintenance work and contractors outside normal working hours to reduce contact with staff.</p> <p>Ensure that staff are aware of how to spot any symptoms of COVID-19.</p> <p>Send out communications to visitors and contractors in advance where practical.</p> <p>Review signing in and induction procedures for visitors and contractors.</p> <p>Introduce a health questionnaires and self-declaration form for visitors and contractors.</p> <p>Ensure that visitors and contractors are aware of current hygiene requirements. Consider using signage or leaflets in entrance area.</p> <p>Provide hand sanitiser at signing in and/or require visitors and contractors to wash their hands on arrival.</p> <p>Review reception area layouts, remove unnecessary furniture and displays to create additional space.</p> <p>Remove magazines and other items from reception areas, which might be touched by visitors.</p> <p>Regularly clean down surfaces which visitors or contractors may have touched.</p> <p>Consolidate deliveries where possible. Consider wiping down external packaging before handling.</p> <p>Review delivery/goods in points to minimise contact. Arrange drop-offs where possible.</p> <p>Erect screens for reception personnel, and methods of reducing contact.</p> <p>Minimise contact by requiring drivers to remain within their vehicles where possible and safe to do so.</p>	<p>explained by the office team, Covid-19 declaration to be completed prior to entry</p> <ul style="list-style-type: none"> • Visitor register to be maintained on excel as part of the SCR by office staff NHS QR track and trace code in the entrance for visitors to scan • Health declaration will be completed by all visitors and contractors before entry • Staff training will revisit the signs and symptoms of covid-19 and the procedures for dealing with a symptomatic child or adult • Signage is in place in the reception area – update to tier 4 poster • Update to lockdown poster – lockdown poster to remain in place until further guidance received • There are no magazines or other items in entrance spaces • The desk in reception will be regularly cleaned by office staff during the day • Deliveries will be stored initially in the purple room. Gloves to be worn when unpacking, packages to be wiped where possible • Reception has a new desk fitted to create space between public and staff. A slide across glass screen is in place and can be used as necessary
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General Workplace Precautions		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>Visitors</i> <i>Contractors</i></p>	<p>Nominate key staff with specific responsibilities and duties.</p> <p>Regularly monitor Government guidance, and issue regular bulletins and updates to staff.</p> <p>Ensure that only staff who cannot work from home attend the premises.</p> <p>If staff must attend the work premises, review work patterns, rotas and shifts to minimise the number of people who come into contact with each other.</p> <p>Review procedures for job-sharing and handovers – Arrange remote or virtual handovers where possible.</p>	<ul style="list-style-type: none"> • Updates to government guidance to be shared with all staff by SMT • Staggered starts and finished support with staff social distance • 4 additional staff break out spaces have been set up to keep teams together for breaks and PPA (staff are responsible for cleaning areas they use with antibac wipes after use. Anti bac wipes are available in all staff areas.) • 4 additional staff break out areas to enable Lightning Squad tuition to take place Staffroom – Reception Learning lodge – Year one DT room – Year two and Year Three Studio = Year 4, 5 and 6 The PPA room is bookable by year Y3 to Y6 for use for PPA, when there are pinch points in the week

	<p>Implement an “Essential Meetings only” Policy.</p> <p>Postpone or cancel meetings or gatherings which could create unnecessary contact or manage remotely.</p> <p>If face to face meetings are unavoidable, ensure 2-metre distancing throughout.</p> <p>Instruct staff to follow good hygiene practices (Hand washing etc), and issue regular reminders.</p> <p>Display instructions, posters and notices about the ‘system of controls’ around school. Provide information on websites/intranet sites.</p> <p>Ensure plentiful supplies of hand soap etc within wash rooms. Review stocks and procurement arrangements in anticipation of increased demand and reduced supply.</p> <p>Introduce additional hand washing/sanitising units or stations at entrance and exit points.</p> <p>Ensure that waste bins etc are emptied regularly.</p> <p>Consider non-touch bins (pedal bins etc.).</p> <p>Review cleaning regimes. Introduce additional cleaning of access control points, door handles, handrails, taps, toilets, telephone handsets, keyboards, and other frequently-touched surfaces. Utilise existing cleaning staff or employ contract cleaners.</p> <p>Provide facilities for potentially contaminated waste to be double-bagged and quarantined for 72 hours before disposal.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Review procedures for cleaning and estates staff. Provide additional gloves and PPE if necessary.</p> <p>Encourage staff to discuss any concerns with their line manager, particularly if they have any underlying health issues or concerns regarding at-risk family, relatives and cohobitees.</p> <p>Consider risks to any staff who might be at increased risk due to weakened immune systems or other health issues.</p> <p>Follow procedures for responding to a member of staff reporting that they have developed coronavirus symptoms at work, and ensure that they communicated to all necessary staff.</p> <p>Implement policy for those with symptoms to be tested asap.</p> <p>Review emergency and evacuation procedures to check that they are not compromised by COVID-19 adjustments and arrangements.</p>	<ul style="list-style-type: none"> • Staff to take their PPA in their break out space • Staff training to take place in classrooms where there is more space. Adults to wear face coverings where strict 2m social distance can’t be maintained • No hot desking in office areas • Desk based staff responsible for cleaning own equipment and areas through the day • Meetings and training to take place on Teams. Small bubble meetings and PPA to take place face to face, but adhering strictly to social distance guidance • Signage in all staff areas to ensure reminders are clear about hand and respiratory hygiene for adults and social distance reminders, reminders re not using shared items in all areas • Posters showing systems of controls in all areas (updated October 2020 to add in the additional ventilation section). • Soap and paper towels to be topped up by cleaning staff daily, spare resources available in all areas • Frequently touched surfaces to be cleaned daily (carried out after lunchtime by a member of the cleaning team, see list of cleaned items for more details) • Box in the purple room to store bagged and labelled waste for 72 hours • Reminders given to all staff to declutter to enable good quality cleaning to take place • Gloves and aprons available for cleaning team, visors for use of sprayer outside • Staff questionnaire to be repeated periodically to pick up on concerns (reopening for January 2021 questionnaire) Full opening 8.3.21 • Staff reminded of their avenues of support should they need it • Staff with underlying health conditions have a personal risk assessment which will be reviewed in line with schedule (following November lockdown guidance for schools, a questionnaire was sent to all staff to gain information about CV and CEV status and updates made to personal risk assessments where needed) Updated for 8.3.21 • BAME staff to have regular conversations with a senior member of staff (staff confidence regarding this was included in the staff questionnaire) • Emergency evac procedures were reviewed with Essential Safety consultant in June, reminders to be given to staff on training day in September • Year group bubbles in place to minimise contact between groups, adults who move between bubbles (e.g. PPA staff and HLTAs) to adhere to strict hand washing routines and wear visors if social distancing can’t be maintained. Adults who move between numerous bubbles (e.g. inclusion, SMT, office staff) to wear visors in addition to strict hand hygiene. Individual mini gel bottles are available for staff who move between bubbles (there is a clear rationale in place for the decision to use year group bubbles, please see the principal for more details) Where adults can’t safely maintain their 2m social distance, for example 1 to 1 TAs, consideration should be made to the wearing of a face covering rather than a visor • All adults moving around the building to use sanitiser stations as they move from area to area • Mobile sinks to be emptied by cleaning staff, wearing gloves and aprons and disposed of down the caretaker sinks. Caution to be taken to ensure the clean and dirty bottles do not get swapped over – they are labelled
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	<p>Consider other areas where there is greater level of pupil adult interaction that may need screens. This could include canteen areas or pastoral areas.</p>	<ul style="list-style-type: none"> • Hand washing and hand gel routines adapted to ensure good use of time: hands to be washed on arrival, before leaving for home, prior to lunch and after use of the toilet – all other transitions can be antibac at the discretion of the teacher • If anyone in the academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • Children with symptoms will be moved to the purple room and supervised by an adult wearing PPE, including a fluid resistant medical mask, apron, gloves and visor. PPE should remain worn unless a 2m social distance can be maintained • Once the child has left site the purple room will be cleaned by office staff • All items of PPE and cleaning resources will be double bagged, labelled and dated and stored in the box in the purple room for 72 hours • The class will be moved to another area, preferably outside, whilst their room is cleaned by adults wearing the same PPE items as the supervising adult • Pupils in the class where the symptomatic person was should all wash their hands • Parents will be contacted and given details of testing and supported to make the booking as necessary • Staff reminded regularly to contact HS if they have symptoms or need to self-isolate with household • PPE updates have been made from January 2021 to ensure that systems of control are as tight as they can possibly be. Items in black text were already in place, dark blue shows updates: <p>Suspected case/symptomatic person:</p> <ul style="list-style-type: none"> • Gloves • Medical face mask • Visor • Apron • Maintain 2m distance where ever possible <p>Intimate care needs:</p> <ul style="list-style-type: none"> • Gloves • Apron • Visor • Face mask can be worn if required Fabric face covering or disposable face covering to be worn <p>First aid:</p> <ul style="list-style-type: none"> • Gloves • Apron • Visor
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- ~~Face mask can be worn if required~~ Fabric face covering or disposable face covering to be worn. Where close contact is needed for a prolonged period of time (more than 10 mins medical face mask should be worn). Considering swapping first aiders frequently as needed

Cleaning team:

- Gloves
- Apron
- Visors and face coverings can be worn
- Visors must be worn when using the detergent sprayer in the outside area

Adults who move from area to area (e.g SMT, inclusion and office teams)

- Visor – if moving from area to area to deliver items and only go into doorways
- Face coverings if remaining in other areas

All gloves and aprons are disposable. Face visors are reusable and allocated to individual adults, these are named. Adults are responsible for cleaning their own face visor between uses using antibac wipes or household detergent

All items of PPE must be disposed of in a plastic bag.

PPE used when there is a suspected case/symptomatic person must be bagged with all cleaning items for each case, labelled and stored for 72 hours

All parents will be requested to wear face coverings on the playground and in the building. Children do not need to wear face coverings. When children do wear a face covering this should be removed and sent home with the parent. Where children arrive alone, the face covering must be placed in a plastic bag and stored safely until the end of the day

Teachers are on a rota basis, one week in school leading learning and one week at home leading remote learning.

Lateral flow testing:

Lateral flow testing for primary school staff was introduced from the w/b the 25th of January 2021. All staff have been updated, guidance has been shared and a Q and A session run by Hayley Scargill. Fiona Morin is managing the distribution of tests and recording of results in school. Hayley Scargill attended both DfE update sessions for schools. All staff have access to the sharing platform, national guidance, school based guidance and the testing video.

[How to do a COVID-19 Self Test \(rapid antigen test\) - YouTube](#)

https://drive.google.com/drive/u/1/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54

Office and Teaching Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Visitors Contractors</p>	<p>Review room layouts and rearrange desks and workstations to enable children to face towards the front. Where possible desks should help keep at least 1m distance. Implement back-to-back or side-to-side working (rather than face-to-face) wherever possible.</p> <p>Staff should try and keep their distance from students and stay at least 2metres from other adults.</p> <p>If necessary, introduce screens or physical separation between staff and/or visitors. Staff to ensure children have their own supply of basic stationary.</p> <p>Educational equipment used by students with the group should be cleaned regularly. Where equipment is used between groups is must be cleaned every time before a its use with a new group.</p> <p>Review use of copiers, printers, trollies and other shared office equipment. Restrict use and instruct staff to wipe down before and after use.</p> <p>Consider arrangements for storage, collection and distribution of stationery and supplies.</p> <p>Review post-handling – Avoid repeated and cross- touching.</p> <p>If necessary, introduce additional sanitising stations at key locations.</p> <p>Encourage good housekeeping and clear desks so that surfaces can be cleaned.</p> <p>Provide additional tissues and soap/sanitiser in each area.</p> <p>Avoid the use of hot-desks e.g. in staffrooms or PPA rooms. If not possible, then provide wipes and other cleaning materials for IT or furniture.</p> <p>Provide additional equipment (screen, docking station, keyboard, mouse etc.) where necessary to avoid sharing.</p>	<ul style="list-style-type: none"> • All desks for Y2 to Y6 are forward facing in rows. Tables for R and Y1 are forward facing, carpet spaces are forward facing • Staff are reminded to check that desks do not creep forwards making the space at the front of the classroom for the teacher too small • Adults to maintain social distance from pupils where ever possible, visors to be worn when this is not possible, maximum of 15 mins to be spent in close proximity to children • Where social distance of 2m can't be maintained consideration should be made to the wearing of a face covering • Visors to be worn by all adults in areas beyond their bubble – e.g. when moving children around the building in corridors etc • Y2 to Y6 have stationary packs. Pencil pots in YR and Y1 will be used for a day and quarantined for 72 hours, used in rotation • Resources will be cleaned by class based adults and/or rotated and quarantined • Resources that are returned to storage areas must be ready for use (e.g. already cleaned or quarantined) • Shared office equipment to be regularly cleaned by the user, packs of wipes to be available, sanitiser stations in areas • Basic stationery to be distributed and stored in classrooms for use during the term. Storage area to be accessed only by office team and Jane Wall and given to staff requesting • There are hand sanitising stations in all areas • Ventilation during the colder weather – internal classroom doors should remain open. External classroom doors can be closed on cold days. Windows open as much as possible, balancing the needs for warmth against the crucial need for ventilation. Windows and doors to be opened for break times and lunchtimes whilst the children are not in the room • Warmer weather means we can return to previous ventilation with external doors open as much as possible and at least ½ windows open in each classroom. • Ventilation has been added to the systems of control. Good systems were already in place for ventilation, staff were given the reminders below on 1.11.2020:

		<ul style="list-style-type: none"> ○ Doors and windows need to stay open as much as possible. This includes corridor external doors and high windows in the library area. Internal doors must be propped open to allow for good movement of air ○ The heating will be on for longer ○ Windows must remain open at the end of the day for a period of at least 60 mins to ensure rooms are completed ventilated ○ Children should be allowed to wear extra layers to keep warm – we will share some advice with parents ○ Ventilation should continue to be increased when rooms are empty at lunch, play, PE etc ○ Where small offices are hard to ventilate fans could be used to increase the circulation of air – but there must be a source of external ventilation for this to be effective ● Additional item added to school uniform – a plain fleece, dark coloured. To support with keeping children warm in lessons. Information sent home to parents. Purple logo fleece made available through uniform shop, non logo dark colour also accepted ● Post handling procedures to remain in place – gloves, anti bac spray and hand washing ● Tissues to be stocked daily by cleaning staff ● All teaching staff have own laptops and ipads ● Shared supply laptops to be cleaned before being given out ● Staff will be allocated to bubbles, where staff need to work across bubbles (e.g. PPA staff) social distancing and hand hygiene must be maintained. Timetables will try to reduce the number of classes each cover teacher works with over the course of a week ● Classroom touchpoints cleaned daily by cleaning team ● PE equipment allocated to bubbles, cleaned by class staff. Larger items bookable and cleaner or quarantined between use. Face coverings to be worn by all adults during PE lessons. ● During the lockdown period – Y2 to Y6 each have a day timetabled to use the hall. If used for PE, there should be a maximum number of 10 pupils in the hall at any one time. children can complete exercise where they stay in one place, no movement around the hall area. Children and adults should maintain social distance. ● Cleaning resources available in all classes and staff break out areas (anti bac wipes, cleaning spray, disposable paper rolls) ● Tables in shared spaces to be cleaned by adults after each use
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Using Company Vehicles (Van and Minibuses)		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff driving van or minibuses</i></p>	<p>Review requirements for staff to use company vehicles – Consider remote contact where practical.</p> <p>Provide staff with sanitisers and wipes to carry within their vehicle.</p> <p>Where vehicles are shared, require staff to wipe down steering wheels and controls etc before and after use, travel with the windows open where possible, and avoid face to face.</p> <p>Encourage staff to wear disposable gloves when refuelling vehicles.</p> <p>If staff have genuine concerns about travelling with colleagues / pupils, discuss these with them and consider reasonable, practical alternatives.</p> <p>Children travelling on a minibus should sit with their own year group whenever possible.</p>	<p>There is no usage of company vehicles or minibuses</p>

Welfare and Rest Areas		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p> <p><i>Cleaners</i></p>	<p>Rearrange adult seating and tables to maintain 2-metre distancing. Isolate tables and seating if necessary.</p> <p>Consider setting up a second staffroom area if necessary.</p> <p>Limit the number of people using kitchen/welfare areas to maintain 2-metre distancing.</p> <p>Stagger breaks if necessary.</p> <p>Wherever applicable, provide a takeaway service at canteens providing pre-prepared and wrapped food only.</p> <p>Provide bottled drinking water to reduce use of drinking points.</p>	<ul style="list-style-type: none"> • There are 3 additional staff break out zones set up, these are allocated to teams. This limits both numbers of staff in one place and the number of different contacts made by staff • Breaks for pupils are staggered, this means staff breaks are also staggered • Staff can access the main staffroom to use the hot water for drinks (staff are reminded to clean areas after use and maintain strict handwashing routines. Touchpoints in the

Coronavirus (COVID-19) Risk Assessment Tool

	<p>Provide additional waste bins.</p> <p>Introduce additional cleaning of kitchen/welfare areas.</p> <p>Encourage staff to bring pre-prepared meals and drinks where practical.</p> <p>Review facilities for storing additional meals and snacks (fridge etc.)</p> <p>Encourage staff to stay on site and take breaks/eat outside where practical.</p> <p>Review equipment provided within kitchen/tea-making areas (Kettles, microwave ovens etc.) – Remove if not necessary.</p> <p>Provide anti-bac wipes or sanitiser and instruct staff to wipe down any remaining equipment before and after use.</p> <p>Instruct staff to avoid sharing cups, utensils etc.</p> <p>Consider the use of reusable cups, or ask staff to bring their own cups, plates and cutlery etc to work.</p> <p>Avoid the use of portable toilets where possible.</p> <p>Review layouts and use of changing/locker rooms to maintain 2-metre distancing.</p> <p>Avoid sharing of lockers and other facilities.</p> <p>Review arrangements for the use of showers to avoid congestion.</p>	<p>staffroom are cleaned after the lunchtime period by a member of the cleaning team)</p> <ul style="list-style-type: none"> • A microwave is located in each adult break out space • The main staffroom has been refitted with cleanable furniture, the new design is also suitable for social distancing to take place. Teams will have access to this newly refurbished area on a rota basis, one week at a time • The main staffroom is a break out space for the Reception team, this additional space is needed to ensure social distancing can be maintained • Staff have all been strongly advised not to use shared crockery and cutlery and to bring all items of food and drink with them from home. They should take all items home for cleaning. Staff must not use shared items • Wipes and cleaning equipment are available in all staff break out areas • There are waste bins and supplies of tissues in all staff break out areas • There are no staff changing facilities • Lockers are individually allocated, staff need to ensure they socially distance when accessing lockers
Attending Meetings, Visiting Clients, Attending Sites etc.		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i></p> <p><i>Visitors</i></p> <p><i>Contractors</i></p>	<p>Ensure that staff only attend essential meetings and visits only.</p> <p>Offer the option of video conference calls or meetings where practical.</p> <p>Encourage staff to hold meetings via conference calls etc where practical.</p> <p>Consider rescheduling service/maintenance/site visits where practical.</p> <p>Issue regular information sheets or bulletins to staff.</p> <p>Provide information to visitors and contractors in advance.</p> <p>Establish prior to visit if any occupants are suffering from coronavirus symptoms or are vulnerable/shielding.</p> <p>Review end-of-job procedures and arrangements for handing over items. E.g. cleaning surfaces.</p> <p>Encourage staff to follow official guidance relating to good hygiene procedures and limiting contact with other people.</p> <p>Provide sanitiser, wipes etc to staff visiting other sites/premises.</p> <p>Review storage and issue of any PPE required. Check that PPE is not being shared or transferred between users.</p> <p>Encourage staff to raise any concerns regarding site welfare facilities.</p>	<ul style="list-style-type: none"> • During the lockdown period, all meetings should be held on Teams. Face to face meetings must be considered carefully and should not take place unless absolutely necessary or if it relates to safeguarding. Where face to face meetings do take place, strong mitigation measures must be in place, including, but not exclusively, face coverings, social distancing and ventilation. This will continue during the early stages of school return in March 21. • The majority of meetings and training will be held on Teams • Team meetings can be held face to face in staff break out areas so long as social distancing is maintained, these would involve smaller numbers of staff (2 or 4). All teams are advised to use a classroom(s) for staff training where numbers exceed two in a room • PPA can be carried out jointly as long as social distancing is maintained (2 or 3 teachers) • Off site visits must be agreed by the principal in advance. Staff members must take PPE with them, they will be

	<p>Encourage and empower staff to take sensible decisions if they suspect they might come into contact with infected persons during their work.</p> <p>Review requirements for staff in other buildings to visit the main premises/offices – minimise staff movements around site</p>	<p>provided with hand gel and wipes to take. They must abide by all Covid-19 systems at the venue</p> <ul style="list-style-type: none"> • Regular updates will be issued to staff throughout the term to ensure they are up to date with the most recent information • Visitors and contractors will agree to a health declaration before entering the site, they will be given instructions for handwashing by office staff • PPE is stored centrally by office staff. There is stocks of items needed by first aiders in first aid boxes • Open lines of communication will ensure that all staff members can ask questions and raise concerns direct with line managers and senior staff, but also via online questionnaires • Non-essential contractors to be scheduled outside the school day wherever possible • List of visitors and contact details to be kept on the visitor SCR to support Track and Trace if needed
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Sanitary and Toilet facilities		
Persons at Risk	Possible Precautions	Actions Taken
<p>Staff Students Visitors</p>	<p>Instruct students and staff to use the toilet facilities one at a time to ensure that a distance of at least 1m can be maintained.</p> <p>Provide additional soap/sanitiser and paper towels as required.</p> <p>Arrange for enhanced cleaning of toilet facilities, with particular attention to door handles, door locks, toilet flush and taps.</p>	<ul style="list-style-type: none"> • Children’s and staff toilets do not need to be allocated to specific people. However, to limit the potential contact between children in different bubbles, toilets will be zoned for pupils. Children should use their allocated toilets wherever possible • Children should queue outside the toilets, forward facing • One child at a time to enter the toilets Where there is direct supervision from adults and only one year group are involved, more than one child can enter at once • Where toilets are used by more than one year group bubble, children must either form two bubble queues or queue at 1m intervals. There is a coloured card system in place to support with this • Staff should use the closest staff toilet to their teaching area as much as possible to limit contact between staff, all staff must ensure the toilet is clear before entering • Soap, sanitiser and paper towels will be topped up daily, shortages should be raised with office staff • All toilets will be cleaned daily by the cleaning team • Additional cleaning post lunchtime to be carried out on an overtime basis by current cleaning or lunch staff • Hand dryers will be switched back on from 17.9.2020. This is acceptable under current guidance, children need to be reminded to ensure their hands are dry

Incident Management and Business Continuity		
Persons at Risk	Possible Precautions	Actions Taken
<p><i>Staff</i> <i>First Aiders</i></p>	<p>Ensure the COVID-19 Emergency Procedures are communicated to all necessary staff and allow for follow up questions – see below.</p> <p>Consult with First Aiders and review procedures and instructions for First Aiders or other staff who could be more likely to come into close contact with staff.</p> <p>Arrange for all first aiders who are dealing with potential Covid-19 cases to be wearing a disposable apron, gloves, and a mask.</p> <p>Provide COVID-19 CPR guidance to First Aiders.</p> <p>Develop procedures for any staff who become unwell at work, and identify designated facilities or rooms for assessment.</p> <p>Consider arrangements for how those taken ill whilst at work would get home.</p> <p>Ensure that staff contact numbers and emergency details are up to date.</p> <p>Review HR, absence and sickness procedures.</p> <p>Identify key roles whose absence would have a significant impact on the safe operation of business.</p> <p>Develop contingency and business continuity plans for increased staff absence and potential closure or partial closure of business premises.</p> <p>Covid-19 Emergency Procedures</p> <p>The current stated symptoms (as set out by the Government) are:</p> <ul style="list-style-type: none"> - A high temperature (above 37.8 degrees); - A new, continuous cough (coughing for more than an hour, or 3 or more coughing episodes in 24 hours (for those with a usual cough, it may be worse than usual); - A loss of the sense of smell or taste (also called anosmia). <p>If an adult develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> • Ensure senior leader or line manager and first aider is informed as soon as possible; • Go home immediately; • Avoid touching any doors, handles, surfaces or work equipment; • Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available; 	<ul style="list-style-type: none"> • PPE is available for all first aiders • See above for specific instructions when dealing with suspected cases of Covid-19 • Staff who become unwell will wait in the PPA room for assessment • Emergency contacts for all staff are kept on sims, these persons should be contacted to support with a ill member of staff getting home safely • Staff contact details to be updated via Microsoft forms in early September • Staff to be reminded of sickness and notification procedures in September • Pupil medical conditions to be added to the collection list Microsoft form so teachers can access this easily in the classroom • Medical board to remain in place in the staffroom, copies of medi alerts to be shared with class teachers by Lisa Lemon • Each class to have own first aid kit, monitored and topped up by Lisa Lemon • Each class to have own recording book for first aid incidents • Emergency grab bag to be cleaned thoroughly after each use • Emergency asthma inhaler can be used in an emergency, disposable spacer to be double bagged, labelled and stored in the Covid-19 waste box in the purple room for 72 hours. Inhaler to be thoroughly cleaned, where possible use of the 2 inhalers should be rotated so enable 72 hours of quarantining between uses • Lisa Lemon to ensure that all asthmatic children have an in date inhaler in school. Inhalers to be stored in class bases in wallets with usage booklet • Single use ice packs to be used • Government guidance for Test, Track and Trace to be continuously shared with staff and parents through updates, newsletter etc. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • All staff members and parents/carers must engage with all Track and Trace protocols: <ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

Coronavirus (COVID-19) Risk Assessment Tool

<ul style="list-style-type: none"> Follow the latest Government guidance surrounding self-isolation and not return to work until the recommended period of self-isolation is completed. <p>If a student develops symptoms of Covid-19 on site:</p> <ul style="list-style-type: none"> Ensure a senior leader and first aider is confirmed as soon as possible; Informs parent(s)/carer(s) and isolate the student until they can be collected and taken off site; Avoid them touching any doors, handles, surfaces or work equipment; Cough or sneeze into a tissue and place it in the bin, or into the crook of the elbow if tissues are not available; Follow the latest Government guidance surrounding self-isolation and not return to school until the recommended period of self-isolation is completed. 	<ul style="list-style-type: none"> <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. Absence of staff related to Covid-19 will be recorded on sims. They will be required to update Fiona Morin and Hayley Scargill about the status with regards to Covid-19 and testing. Absence of pupils related to Covid-19 will be recorded on sims. The inclusion team will make contact to support parents to apply for testing and any follow up required. Carole Westrep will maintain a list of pupils and their status with regards to Covid-19. E.g. when their expected return date would be post self isolation etc. HAT logs will be completed and sent to the trust as required All gloves and aprons are disposable. Face visors are reusable and allocated to individual adults, these are named. Adults are responsible for cleaning their own face visor between uses using antibac wipes or household detergent All items of PPE must be disposed of in a plastic bag. PPE used when there is a suspected case/symptomatic person must be bagged with all cleaning items for each case, labelled and stored for 72 hours The purple room to be used as a quarantine area for symptomatic pupils until collection. Clear protocols for PPE, supervision, cleaning of areas and storage of waste is in place There is a positive case format in place that must be completed by the staff member who initially speaks to the parent informing us, this information is then updated as decisions are made. There is a folder in the school office to keep these in Should the academy become aware that someone who has attended has tested positive for coronavirus (COVID-19) Leaders would contact Rob or Colin in the Trust in the first instance on their mobile phones
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		<p>School leaders should contact the DfE: Phone: 0800 046 8687 Select option 1 to report a case</p> <ul style="list-style-type: none"> • School leaders should also contact PHE East Midlands Health Protection Team, • Public Health England, Seaton House City Link, • Nottingham, • NG2 4LA • tel:03442254524 option 1 • This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate
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Remote Education		
Persons at Risk	Possible Precautions	Actions Taken
<p>Any pupils who cannot attend school</p>	<p>DfE expectations for remote education: <i>In developing these contingency plans, we expect schools to:</i></p> <ul style="list-style-type: none"> • <i>use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos and that is linked to the school's curriculum expectations</i> • <i>give access to high quality remote education resources</i> • <i>select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback and make sure staff are trained in their use</i> • <i>provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access</i> • <i>recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so schools should work with families to deliver a broad and ambitious curriculum</i> <p><i>When teaching pupils remotely, we expect schools to:</i></p> <ul style="list-style-type: none"> • <i>set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</i> 	<ul style="list-style-type: none"> • from the 8.3.21 all children, with the exception of children shielding, will return to school. We currently have no children who have been advised to shield. The remote learning system will be ready to use if a bubble isolation or individual pupil isolation is required. • From the 6th of January, the majority of children are receiving remote learning. Teachers lead remote learning from home one week and lead learning in school the following week. This rota is reducing the number of members of staff in school during this lockdown period. • A SEF form has been completed for remote learning, this will be continually reviewed in order to improve our remote learning offer still further. • Linda Embling, assistant principal, is leading on remote education • Two training sessions have already taken place at the beginning of the autumn term 2020 • The Class Dojo system is being used as a platform for parent/teacher communication, general home learning and remote learning • Pupils who have had to self isolate have already been set remote education using this system • Class Dojo is a whole school communications platform. Parents can message teachers and receive replies, teachers can message parents as a group/class or individually. Information about learning in school and at home can be shared with the parents on Class Dojo • Pupils are awarded Victastic reward points on Dojo, these can be seen by the parent of each individual child

	<ul style="list-style-type: none"> • <i>teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject</i> • <i>provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources or videos</i> • <i>gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</i> • <i>enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</i> 	<ul style="list-style-type: none"> • Photographs of children learning in school are posted on school story – anyone with access to each class site can comment on these • Home learning (home work) has been set on Class Dojo since the beginning of the term. This is to enable staff, pupils and parents to become familiar with the system ready for needed in the event of remote education being in place • Pupils have their own portfolio area where learning is set by the teacher, pupils can then upload their learning to the platform for marking by the teacher • Teachers can give next steps for pupils in their portfolio • Learning can be completed directly on the platform, videos can be uploaded by parents. Where there is no access to printers at home, work is completed in a home learning exercise book and a photograph is uploaded into the pupil portfolio • A parent survey completed to gauge if there are pupils will little access to technology at home was completed and analysed. IT resources for vulnerable pupils have been claimed via the LA. We continue to request more as needed. There are four families who will require paper copies of resources delivered as and when needed • Curriculum sequence for remote learning will closely mirror the learning in school. Children who have already needed individual remote learning have been enabled to complete learning very similar to their peers in school • A variety of resources are used to remote education, staff have been directed towards which resources to use. These include: White Rose videos, PIXL learning, Oak Academy, RWInc videos etc • Work set for younger children takes into account their age and stage • Pupils with SEND can be set individual learning if needed • Teachers have constant and live (during school hours) contact with parents, they are able to step in and support with any issues related to remote education • Key aspects of our remote education system are a regular daily routine, achievable and engaging tasks that cover a broad and balanced curriculum, daily feedback, follow up on low engagement and teaching videos that are personalised and feature VPA teachers • Teachers can use their visualiser to record themselves recording on whiteboards and demonstrating using equipment and manipulatives etc • Narrated PowerPoints recorded by the teacher can be uploaded to support pupil learning • Teachers will use website such as Mentimeter to gain pupil and parent feedback • When remote education is needed in the event of whole bubble or school isolation, the daily expectations are: <ul style="list-style-type: none"> ○ Post a good morning video on class story telling the children about the day and asking them to say good morning in the comments ○ Set the English and Maths tasks with instructions. One of these should have a video or a narrated power point
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		<ul style="list-style-type: none"> ○ Start a class story post for each of the lessons with some basic information. This is where parents and children can ask for support ○ Share good examples on class story and give out victastics ○ Feed back on completed tasks ○ After lunch, post the afternoon tasks ○ Post a video of VPA teacher reading the class book or another story ○ At the end of the day, post on class story, summarising the day and giving praise. ● Remote learning set on Class Dojo can be dynamically changed and adapted to suit the needs of the learners
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Coronavirus (COVID-19) Risk Assessment Action Plan

Ref	Action	By Whom	By When	Status
1	Update all signage in and outside the building in line with new guidelines	JW	Sept 1 st	Remains at 2m distance as this is current local guidance
2	Ensure all sanitising stations are back in place and labelled	HS/IP	Sept 1 st	in place
3	Order lidded bins for all rooms, purchase mini anitbac bottles for all staff who move between bubbles	FM/HS	Sept 1 st	Arriving slowly, struggling with available stock In place in all classrooms
4	Liaise with NMPAT re their risk assessment and procedures for music projects	MSW	Sept 1 st	Liaison continues, no brass project as yet, discussed with RH and RK
5	Write staff updates and plan September training re covid-19 procedures	HS	Aug 24 th	Completed
6	Timetable supervision for play and lunch	IP	Aug 24 th	Completed
7	Create staff well being walls in all additional staff break out spaces	HP	Sept 3 rd	Completed
8	Share agreement re site access, pedestrian systems and drop off pick up arrangements for Rowan Gate with staff, parents and Trust	HS	Aug 24 th	Initial system in place with review in September

				Site system remains in place, joint working when needed
9	Organise the hall for R and 1 lunches	HS/IP	Sept 1 st	Completed YR eating in the hall. Y1 eating in classrooms
10	Complete the movement of furniture into the correct areas	HS/IP	Sept 1 st	Completed

What to do when a pupil develops COVID-19 symptoms at school?

COVID—19 symptom reported

Cough

(a new, continuous cough - coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours)

Fever

(hot to touch on chest or back - no need to measure temperature)

Loss of, or change in normal sense of taste or smell (anosmia)

(cannot smell/taste anything or things smell/taste different to normal)

Call SLT or Site Team on radios or phones

SLT or Site Team will take to isolation room, if a two metre distance can not be maintained PPE should be worn
Clean area that pupil has been in

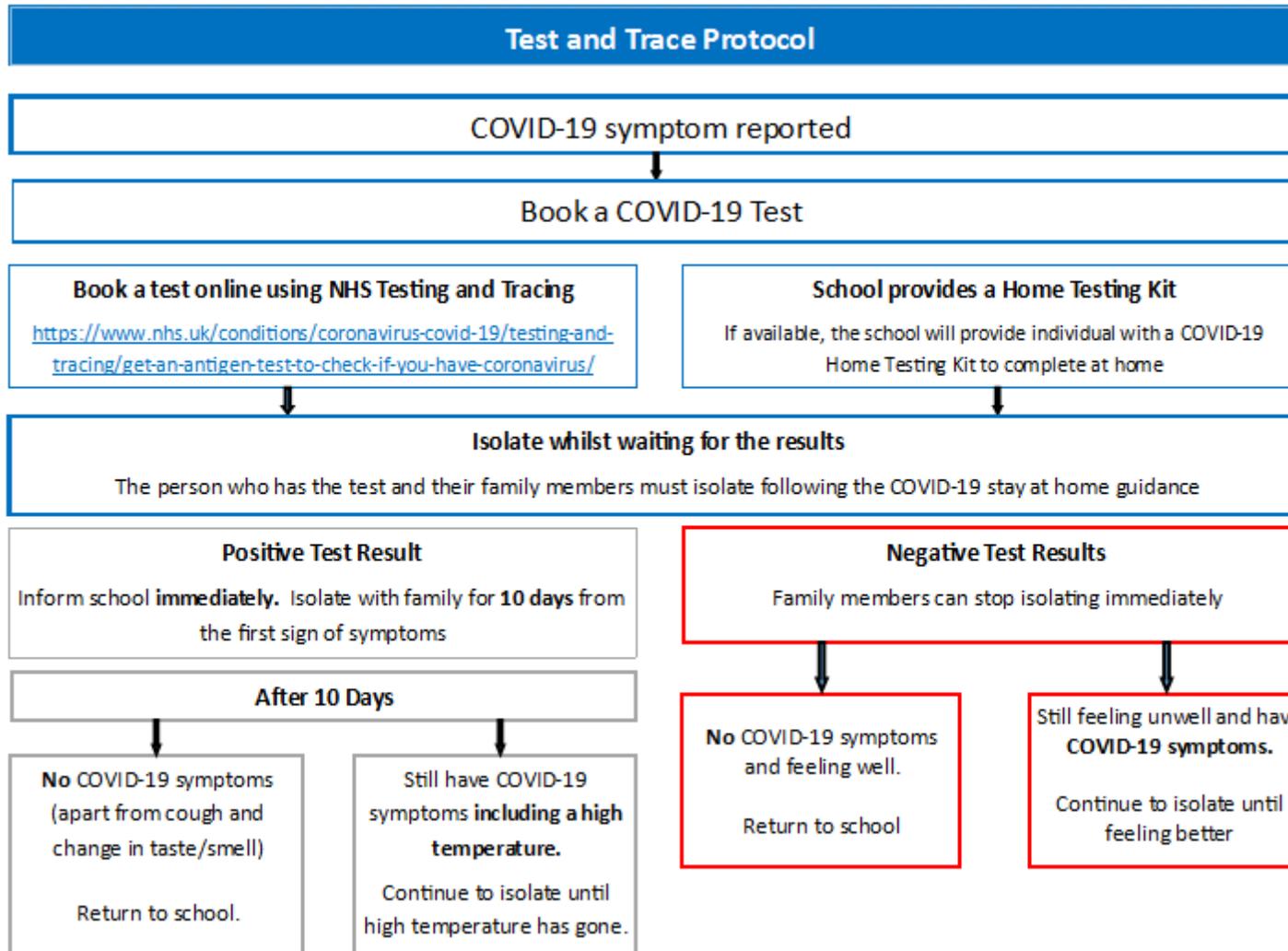
At Isolation Room

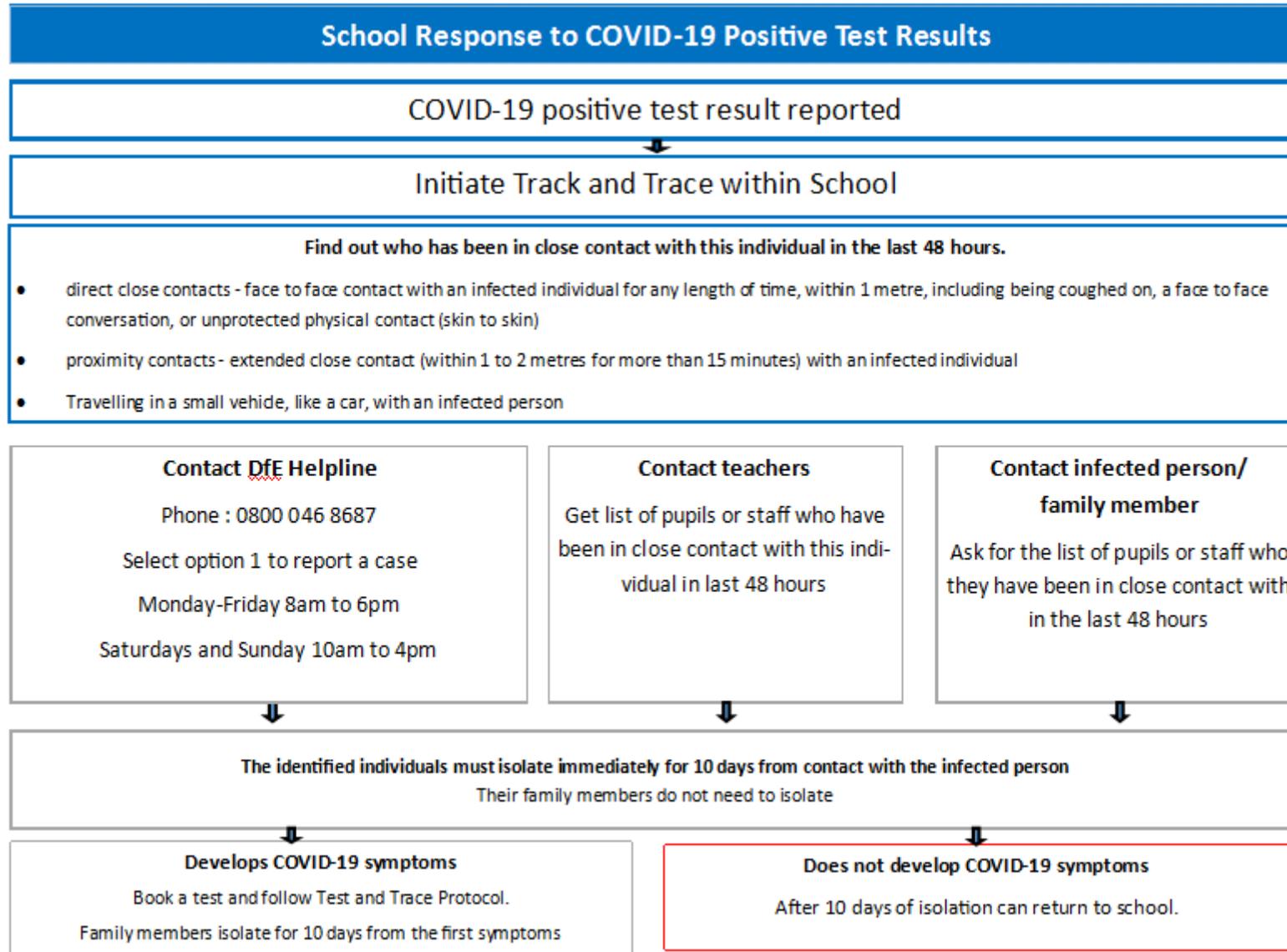
- Isolate pupil in a room behind a closed door or at least 2 meters apart from others
 - Keep the room ventilated (open any windows)
 - Staff tending to pupil must wear appropriate PPE
- Pupils to use designated bathroom (this will be cleaned and disinfected before use by another person)

- Contact parent/carer to come and collect this pupil and their siblings immediately
 - SLT must collect any siblings

- All cases must be logged on SIMS and COVID spreadsheet

- Follow the *Test and Trace Protocol*







▶ **LEAVING HOME**

You must not leave, or be outside of your home or garden, except for a very limited set of exemptions e.g. to shop for basic necessities, exercise, go to work if you cannot do so from home, or to escape risk of harm.

▶ **MEETING OTHERS**

You cannot leave your home to meet socially with anyone, except with your household or support bubble (if eligible to form one). Stay 2 metres apart from anyone not in your household or support bubble.

▶ **EXERCISE**

You may exercise on your own, with your household or support bubble, or with one person from another household (when on your own). Stay 2 metres apart from anyone not in your household or support bubble.

▶ **BARs, PUBS AND RESTAURANTS**

Hospitality closed aside from take by takeaway (until 11pm), click-and-collect, drive-through or delivery. Alcohol cannot be purchased through takeaway or click-and-collect from hospitality venues.

▶ **RETAIL**

Essential shops can open. Non-essential retail must close and can only run click-and-collect and delivery.

▶ **WORK AND BUSINESS**

Everyone must work from home unless they are unable to do so.

▶ **EDUCATION**

Early years settings open. Primary and secondary schools and colleges must to remote provision except for vulnerable children and children of critical workers. Most university students to move to remote learning.

▶ **LEISURE AND SPORTING FACILITIES**

Closed, with limited exceptions.

▶ **ACCOMMODATION**

Closed, with limited exceptions.

▶ **PERSONAL CARE**

Closed.

▶ **ENTERTAINMENT**

Closed.

▶ **OVERNIGHT STAYS**

You must not stay overnight away from home. Limited exceptions apply e.g. to stay with your support bubble.

▶ **WEDDINGS AND FUNERALS**

Funerals of up to 30 people permitted. Weddings up to 6 people permitted in exceptional circumstances. Wakes and other linked ceremonial events of up to 6 permitted.

▶ **PLACES OF WORSHIP**

Places of worship can remain open and communal worship is permitted, but you must not mix with those outside your household or support bubble.

▶ **TRAVELLING**

You must stay at home. If you do leave home for a very limited set of exemptions, you should stay local in the village, town, or part of the city where you live where possible. Do not travel abroad unless an exemption applies.

▶ **CLINICALLY EXTREMELY VULNERABLE**

Shielding reintroduced across England. You should not travel to work, school, college or university and should limit the time you spend outside the home. You should only go out for medical appointments, exercise or if it is essential.

▶ **CARE HOME VISITS**

Visits can take place with arrangements such as substantial screens, visiting pods, or behind windows. Close-contact indoor visits are not allowed. No visits will be permitted in the event of an outbreak but end-of-life visits are permitted in all circumstances.

STAY HOME ▶ PROTECT THE NHS ▶ SAVE LIVES

For more information go to:
[gov.uk/coronavirus](https://www.gov.uk/coronavirus)