



St. Mary of the Angels Catholic Primary School

Following Jesus in all we think, do and say

Risk Assessment- January 2022

This document lists the risk control measures we have/will have in place ahead of opening to all pupils from Wednesday 8th September 2021. These measures are above and beyond the usual control measures we have in place such as hygiene during food preparation or intimate care and are based on measures successfully put in place in school during the Summer Term 2020 and the example measures we list are based on current (17th August 2021) government guidance:

- [School coronavirus \(COVID-19\) operational guidance](#)
- [Contingency framework: education and childcare settings](#)
- [How to respond to a suspected or confirmed case \(flowchart\)](#)
- [COVID-19 Outbreak Management Plan](#)
- [Coronavirus: advice for pregnant employees](#)
- [COVID-19: Actions for out-of-school settings](#)
- [Safe working in education, childcare and children's social care](#)

Our control measures are RAG rated as follows:

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place

This is a working document and any queries or concerns should be raised be shared with a member of SLT
Continue to also follow these protective measures:

- > Make sure people who are required to self-isolate don't attend school
- > Advise everyone to clean their hands thoroughly and frequently
- > Make sure people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- > Maintain appropriate cleaning regimes
- > Keep occupied spaces well ventilated
- > Promote and engage with the NHS Test and Trace process
- > Manage confirmed coronavirus cases
- > Contain any outbreak by following advice from your local health protection team

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	RAG	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>How to respond to a suspected or confirmed case</p> <p>See our flowchart for a visual guide to help you understand the procedures you need to follow.</p> <p>Pupils/staff will be asked not to come into school if they need to self-isolate under current guidance.</p> <p>Self-isolation exemption criteria for close contacts</p> <p>Close contacts or household members of a positive case are exempt from self-isolating and instead should take a daily LFD test for 7 days if any of the following applies:</p> <ul style="list-style-type: none"> • They're fully vaccinated (2 doses or more) • They're between the ages of 5 years, and 18 years and 6 months • They've taken part in or are currently part of 	ALL		

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		<p>an approved COVID-19 vaccine trial</p> <ul style="list-style-type: none"> • They're not able to get vaccinated for medical reasons <p>Children under 5 years are exempt from self-isolating and do not need to take part in daily lateral flow testing of close contacts but should avoid contact with medically vulnerable people.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or told to isolate in the Medical Room until they can be picked up. For more guidance go to What happens if someone becomes unwell at an educational or childcare setting?</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly</p>			

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	<ul style="list-style-type: none"> • Staff 	<p>for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health</p>			

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	<ul style="list-style-type: none"> • Pupils • Parents • Contractors • Visitors 	<p>protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.</p> <p>It is now possible to end to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>Pupils or staff that have travelled abroad: will be reminded of the current government guidance on quarantine and they must not come into school.</p> <p>SMA Flowchart will be displayed in the front office, staffrooms and on the school website.</p> <p>Asymptomatic testing</p> <p>Rapid Testing programme:</p> <p>Returning to school in January 2022</p> <p>At the start of term, staff should take:</p> <ul style="list-style-type: none"> •1 lateral flow test at home, the evening before, or 			

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		<p>morning of, their return to school</p> <p>After the initial tests, staff should continue twice-weekly testing according to government guidance.</p> <p>Staff will still be offered 2 lateral flow tests per week, for use at home. Staff should also be prepared to test more frequently if asked to do so (for example, if there's a local outbreak).</p> <p>If a staff member receives a positive lateral flow test result at home, they must self-isolate and follow the most recent guidance</p> <p>Staff must report their home test results to NHS Test and Trace. They should also share their test results with the school (both home tests and PCR tests), to help with contact tracing</p> <ul style="list-style-type: none"> • Staff will carry out the testing on Sunday and Wednesday evening. All results of the tests must be sent to HT Mrs Wilson via text message. • Staff must report their results to NHS Test and Trace as soon as they've completed a test • Testing remains voluntary. <p>This applies to all teaching and non-teaching staff, including volunteers, supply workers, trainee</p>			

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	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>teachers on placement and peripatetic staff.</p> <p>Parents/Visitors entering the school</p> <p>All visitors and parents entering the school are asked to take a lateral flow test before they arrive.</p> <p>Dealing with a coronavirus outbreak –</p> <p>More information may be found in our COVID-19 Outbreak Management Plan.</p> <p>If there are 5 or more confirmed cases, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <ul style="list-style-type: none"> • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. <p>The school will seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p>			
Contact with coronavirus		It is recommended that facemasks are worn in enclosed and crowded spaces where you may come	ALL		

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<p>when getting to and from school</p>		<p>into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p>Additional bike storage for parents/staff has been made available onsite.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages/emails</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • One-way system in place for picking up children • Families have received detailed instructions for these transitions (Newsletter dated 21/07/21) • Staff have been organised to ensure these transitions run smoothly and the site remains safe • Reminder sent to parents not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • There will be no contact with parents at the school gate. Any communication must be made via the school office. <p>Anyone arriving to school office will reminded of our control measures:</p> <ul style="list-style-type: none"> • <u>sanitise hands</u> • wash their hands on arrival (as all individuals 			

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		<p>will),</p> <ul style="list-style-type: none"> • wear a face covering (unless exempt) • All parents and other visitors invited into school are asked to take a lateral flow test before they come 			
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities are available in all classrooms and sanitiser dispensers are available in all classrooms, offices, communal areas such as the hall, group rooms, staffrooms, medical room etc. Three mobile hand sanitising stations are available, one for each playground, which have a bank of four dispensers per station as well as wall-mounted santiser stations.</p> <p>On arrival, children are prompted to sanitise their hands. Soap/paper towels are available in class for children that cannot use hand sanitiser.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands <ul style="list-style-type: none"> ➤ on arrival, ➤ after breaks, 	ALL		

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		<p>Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored throughout the day to make sure they're not close to running out.</p> <p>Lidded, foot operated bins for tissues are available in all classrooms and will be emptied daily.</p>			
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff and support staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent, antibacterial wipes), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Door fascias • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and 	<p>ALL STAFF AND CLEANING STAFF</p>		

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		<p>mouse)</p> <ul style="list-style-type: none"> • Sports equipment • Hard toys • Telephones • Staff/visitor entry system • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials. This is currently limited to hats, coats, a book bag/school bag, water bottle, reading book, reading record book.</p> <p>Pupils have their own cloakroom facilities in their individual classrooms. Hats to be stored in their trays.</p> <p>All areas of the school that are used by pupils and staff will be cleaned thoroughly before the start of the next school day (usually a morning clean)</p> <p>As a school we have enhanced our cleaning rotas with our site team to ensure that much more</p>			

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		<p>cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles/tables.</p> <p>School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.</p> <p>Any resources shared between groups, such as sports, art, computer and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Pupils will have their own stationary pack including frequently used equipment e.g. a pens pencil, ruler etc. to avoid unnecessary sharing.</p>			

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		<p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Group rooms (intervention room, music room, ICT suit) will be cleaned between different groups using them. All year groups to be assigned specific group rooms.</p> <p>Photocopiers, kettles and microwaves must be cleaned by staff after use. Anti-bacterial wipes will be made available.</p> <p>Premises manager will ensure that anti-bacterial wipes are located at high usage areas.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books. No books will be taken home by staff to mark.</p>			

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		<p>Ventilation class/office</p> <p>Identify any poorly ventilated spaces and take steps to improve fresh air flow</p> <p>Where appropriate open external windows, internal doors and external doors to improve natural ventilation</p> <p>Increasing ventilation and, where they have CO2 monitors, using these to help identify any areas of poor ventilation</p> <p>CO2 monitors in all classrooms. Staff given training by MW on how to monitor these and respond.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>		<p>Classroom management (including intervention rooms/ICT Suit and Music Room)</p> <p>Class teachers and TA support to no longer operate purely from the front of the classroom.</p> <p>It is no longer required for forward facing tables however care should still be taken on table management in a classroom setting.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing</p>			

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		<p>classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p> <p>CO2 monitors in all classrooms</p> <p>Our Outbreak Management Plan covers the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak.</p> <p>Assemblies</p> <p>There are no restrictions in place for holding assemblies and singing in the school hall.</p> <p>All assemblies will be held virtually via zoom for the first two weeks of the Spring term</p> <p>Key Stage assemblies will resume the week beginning 17th January 2022</p> <p>Whole school Stars of the Week assembly (Friday) led by Head/Deputy Head will continue to be held remotely via Zoom with classes in their respective classrooms. This will be reviewed at the end of September</p>			

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		<p>Key Stage Assemblies will be held in the hall as follows:</p> <ul style="list-style-type: none"> • KS2 – Tuesdays 9.05 – 9.25 (4 classes) • FS/KS1 – Wednesdays 9.05 – 9.25 (5 classes) <p>Hymn practice will be held on Mondays as follows:</p> <ul style="list-style-type: none"> • FS/KS1: 9.15 – 9.45 • KS2: 10.00 – 10.30 <p>Class Assemblies/ Prayer services – to be reviewed by the SLT before the end Term 3 with a view to inviting parents/cares in to come in to school to participate in from the start of Term 4.</p> <p>Lunchtime</p> <p>We will revert to sittings for lunchtime as follows:</p> <ul style="list-style-type: none"> • Foundation Stage: 11.45 – 12.15 • Key Stage 1: 12.15 to 12.40 • Key Stage 2: 12.40 – 1.15* <p>Tables must still be cleaned by midday supervisors and catering team throughout lunch service and between sittings.</p> <p>Where appropriate open external windows, internal doors and external doors to improve natural ventilation</p>			

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		<p>Playtimes</p> <p>No restrictions in place regarding using and sharing play equipment and no requirement to have bubbles. Therefore, morning break will revert to 10.30 – 10.45 as follows:</p> <ul style="list-style-type: none"> • FS: FS Playground (3 classes) • KS1: KS1 Playground (3 classes) • KS2: KS2 Playground (4 classes) <p>Face coverings</p> <p>Unless individuals are exempt, face coverings should be worn:</p> <p>In corridors and communal areas by staff and adult visitors in school</p> <p>Health advice continues to be that children in primary schools should not be asked to wear face coverings</p> <p>It is recommended that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school.</p> <p>School will follow director of public health advice in</p>			

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		<p>cases of local outbreak.</p> <p>Music, dance and drama – Indoor and outdoor performances with an audience can go ahead and we plan to invite parents to assemblies, prayer services etc from the start of Term 3.</p> <p>Physical activity/Team Sports- Outdoor sports will be prioritised where possible, - where it is not, we'll use a well ventilated space such as the school hall.</p> <p>For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation</p> <p>Supply Teachers/Outside Agencies</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be advised to be rigorous about hand washing, respiratory hygiene and LTF tests.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Staff will be advised to be rigorous about hand washing and respiratory hygiene and to keep occupied spaces well ventilated</p>			
Spreading infection due to		There will be a “soft” opening for all pupils from 8.45 with the school day starting at 9am for all pupils. Pupils may therefore enter school anytime			

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<p>excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>between 8.45 and 9am via the Playground Gate (KS1 and KS2 pupils) or the Nursery Gate (FS pupils).</p> <p>Designated pick up times were communicated to parents at the end of the summer term as follows:</p> <ul style="list-style-type: none"> • FS: 3.20 – Nursery Gate • KS1: 3.30 – Nursery Gate • LKS2: 3.25 – Playground Gate • UKS2: 3.30 – Playground Gate <p>Parents/carer to continue to collect their child from their designated gate where a member of the SLT or SMT will be present along with the class teacher to dismiss pupils.</p> <p>Updated 'Golden Rules' shared again with pupils by class teachers on first day and reinforced at whole school virtual assembly. Emphasis placed on 'We keep others safe'.</p> <p>Toilet use will be managed to avoid crowding at playtimes/lunch.</p> <p>Visitors to the site, such as contractors, will have guidance on our school's control measures-hygiene explained to them on or before arrival. A record will be kept of all visitors.</p> <p>School is cashless (no cash or cheques). All payments for pupil lunches, breakfast must be paid</p>			

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<p>Spreading infection due to the school environment</p>		<p>for online via www.schoolgateway.com</p> <p><u>Checks to the premises</u> will continue be monitored to make sure the school is up to health and safety standards before reopening to all pupils from Tuesday 4th January.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>School Office and Staff</p> <p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are cleaned and sanitised before reissue.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as</p>			

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		<p>required.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p>			
<p>Spreading infection due to excessive contact and mixing in meetings</p>		<p>Meeting</p> <p>Where possible, all meetings will continue be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted in a well ventilated room.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p>			
<p>Individuals vulnerable to serious infection coming into school</p>		<p>The school will continue to follow any shielding guidance</p> <p>We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).</p> <p>We will speak to individuals required to shield about</p>			

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		<p>additional protective measures in school or arrangements for home working or learning.</p> <p>From Monday 6th September, all staff and pupils, including those who are clinically extremely vulnerable (CEV), should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff must follow the protective measures outlined in this risk assessment and may wish to take extra precautions.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p> <p>Individual risk assessments will be carried out with</p>			

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		the member of staff to help with this.			
Educational Visits		<p>Educational day visits and domestic residential visits may resume.</p> <p>A risk assessment for each educational visit will be completed by the visit organiser to determine whether it can be undertaken safely.</p>			
Wrap-around care		<p>All pupils can attend Breakfast Club and after school clubs in groups of any number.</p> <p>Admin staff to continue to ensure school has parents' and carers' most up-to-date contact details in case of an emergency.</p> <p>Member of SLT onsite will be onsite until all pupils attending after school clubs are dismissed.</p> <p>Breakfast Club will open to all pupil from 7.45am and the limit of 25 pupils remains in place but pupils no longer have to eat and play in bubbles.</p>			