



# **Children First Trust Risk Assessment and Contingency Framework**

## **in response to COVID19 outbreak**

### **To be in place from 1<sup>st</sup> September 2021**

Version 18 from 01/10/21

This Risk Assessment was completed taking into account the guidelines from the DFE <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> updated 17<sup>th</sup> August 2021 and the DFE FAQ sheet found at: <https://drive.google.com/drive/folders/1X5SgRwxSIBJNnAGnT8rroKeX8rVpXEJl>

The Contingency measures (page 10) have been drawn up, taking into account the guidelines in the DFE Contingency Framework: Education and Child Care settings at; [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

## Children First Academy Trust Risk Assessment: Coronavirus

To ensure complete transparency, this Risk Assessment will be available on the Trust and individual school websites

All schools must comply with health and safety law and put in place proportionate control measures. They must regularly review and update the risk assessments - treating them as 'living documents', as the circumstances in school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

***It is essential that all the mitigating measures listed throughout this risk assessment are adhered to. They remain relevant at all times and will be under continuous review against on-going updated Government advice. Monitoring checks on behaviours and controls will continue to take place and advice updated as relevant.***

| Prevention   | Response   |
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| 1. Ensure good hygiene for everyone  | 5. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19   |
| 2. Maintain appropriate cleaning regimes, using standards products such as detergent | 6. Contain any outbreak by following local health protection team advice – see Contingency Framework |
| 3. Keep occupied spaces well ventilated  |  |
| 4. Staff to continue to carry out asymptomatic testing                               |  |

| What are the hazards?  | Who might be harmed and how?                     | What are we doing to control the risk?   | What further action is needed to control the risks? | Who needs to carry out the action?    | When is the action completed |
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| <b>A. Risk assessment is not followed in certain areas or situations</b>     | <b>Staff, pupils, parents/ carers/ community</b> | To retain the H+S team at each school, including Headteacher/Senior Leader and Site Manager. All staff are aware that they should report any concerns to one of this team.<br>H+S team to complete fortnightly risk monitoring report to identify and rectify any issues and send to CFOO and Chair of LGB. Any issues are reported to staff each week where appropriate   | Ensure monitoring and follow up issues raised       | H/T<br>Site manager<br>H+S SLT member |                              |
| <b>PREVENTION 1<br/>Poor hygiene systems in school allow virus to spread</b> | Staff, pupils, parents/ carers community         | Signs up around school to remind staff and pupils of the importance of good hygiene practice.<br><br>Frequent and thorough <b>hand washing</b> is a regular practice for pupils and staff. This includes: <ul style="list-style-type: none"> <li>• Staff to remind pupils about regular handwashing</li> <li>• Ensure handwashing before and after lunch</li> <li>• Hand sanitiser/washing on entry to school/classroom in morning</li> <li>• Soap must be available in all classrooms and toilet facilities</li> <li>• Hand washing facilities soap/gel in all key areas eg. reception, staffroom</li> <li>• Stock of soaps/sanitiser maintained and ordered regularly</li> <li>• Site Managers to replenish stocks of soap throughout the school day where possible</li> </ul> <b>'Catch it, Bin it, Kill it'</b> approach continues to be very important. Therefore: <ul style="list-style-type: none"> <li>• Tissues available in all classrooms</li> <li>• Children trained in using tissues, coughing into arm etc.</li> <li>• Lidded bins in classrooms used to dispose of tissues</li> </ul> |   | HT/ SLT /Site manager                 |                              |

|   |   | <p><b>Face coverings</b> to be worn in welfare room if a child/adult is exhibiting symptoms (<i>Guidance states; Face coverings are no longer advised for pupils, staff and visitors, either in the classroom or in communal areas. See contingency framework for situation for stepping up any use of face coverings</i>)</p> <p><b>Social Distancing</b><br/> <i>Government guidance now states</i><br/> <i>“Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.”</i></p> <p>Agreed controls to reduce close contact to include where appropriate;</p> <ul style="list-style-type: none"> <li>• Retaining perspex physical barriers where currently erected due to COVID e.g. in offices, welfare rooms etc</li> <li>• Limiting the number of people in office reception at one time</li> <li>• Limiting the number of people in other well-used areas of the school such as; office, halls, staff rooms, photocopying area, toilets, at areas for pick up/drop off of pupils</li> <li>• Limiting the number of people in any other area identified by school as a ‘pinch point’</li> <li>• Retain some online meetings if appropriate and does not reduce the impact of the meeting</li> </ul> <p>Parents will be encouraged to wear masks when dropping and picking up their children</p> |   |                                    |                              |
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| What are the hazards?   | Who might be harmed and how?            | What are we doing to control the risk?  | What further action is needed to control the risks? | Who needs to carry out the action? | When is the action completed |
| <b>PREVENTION 2</b><br><br><b>Poor cleaning systems in school allow virus to spread</b> | Staff, pupils, parents/carers community | <p>Cleaning schedules are in place to ensure that sufficient attention is given to all areas of the school and specifically to areas of high use where spread of virus is more likely. This will include:</p> <ul style="list-style-type: none"> <li>• Cleaners focus daily on surfaces that are at risk of transferring the virus – tables, door handles etc</li> </ul>  |   | SBL<br>Site manager                |                              |

|                       |                              | <ul style="list-style-type: none"> <li>• Where equipment is used in the classroom, extra cleaning to be put in place at end of day wherever possible</li> <li>• Where possible, equipment used continuously by a child to be allocated to that child, e.g. pencil, pen, musical instrument</li> <li>• Extra cleaning during the day to be organised for high use shared areas</li> <li>• Ensure enough cleaners are available daily and report to SBM/CFOO any issues re cover</li> <li>• Cleaning company to ensure cleaners wear appropriate protective clothing</li> <li>• Identification of high use communal areas around the school which will need surfaces cleaned daily</li> <li>• Continue to limit the number of soft toys/furnishings from classroom which are hard to clean</li> <li>• Effective cleaning of lunch tables between sittings where possible</li> <li>• To consider whether eating lunch in the classroom is an option</li> <li>• If someone tests positive, additional cleaning to be directed to areas of most likely contamination i.e. classroom</li> <li>• Ensure any additional cleaning products provided are kept out of reach of children</li> </ul> <p><b>Early Years</b><br/> <b>Malleable materials (messy play)</b><br/> Children should have full access to all materials which support high quality learning. Sensible steps should be taken if possible, to reduce the number of children sharing the same equipment each day.</p> <p><b>Lettings</b><br/> Consideration needs to be given to any lettings in terms of additional cleaning, access to building etc</p> |   |                                    |                              |
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| What are the hazards? | Who might be harmed and how? | What are we doing to control the risk?   | What further action is needed to control the risks? | Who needs to carry out the action? | When is the action completed |

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| <p><b>PREVENTION 3</b><br/> <b>Poor ventilation prevents good exchange of air and allows virus to spread</b></p> | <p>All staff, pupils, families</p> | <p>Ensure all spaces are kept as well ventilated as possible, including:</p> <ul style="list-style-type: none"> <li>• Opening windows before the start of the school day, to ‘purge’ the air in each room and space</li> <li>• Ensure temperature in classrooms is sufficient to allow a comfortable teaching environment, by closing windows on colder days, whilst children are in the room</li> <li>• Identify poorly ventilated spaces and ensure that as much as possible is done to improve this</li> <li>• Consider how best to ventilate spaces which have a lot of people in them such as; <ul style="list-style-type: none"> <li>-dining halls</li> <li>-halls where assemblies take place</li> <li>-halls/rooms where parents are invited into</li> </ul> </li> <li>• Opening of internal and external doors to allow flow of air (see fire door section below):</li> </ul> <p><b>PE/Music</b></p> <ul style="list-style-type: none"> <li>• Where inside PE takes place, efforts should be made to ventilate the hall before, during and after the activity has taken place</li> <li>• Where activities involving high intensity singing or blowing of instruments takes place inside, efforts should be made to ventilate the space before, during and after the activity has taken place</li> <li>• Leave internal doors open wherever possible where it is safe to do so</li> </ul> <p><b>Fire doors</b></p> <p>Areas where people will congregate, eg staff room, dining room, changing rooms, reception, meeting rooms, smoking areas, kitchens etc leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <p>fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation (from Enfield H+S team RA)</p> |  | <p><b>HT/SLT/SBL/<br/>Site manager</b></p> |  |
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| What are the hazards?  | Who might be harmed and how? | What are we doing to control the risk?   | What further action is needed to control the risks? | Who needs to carry out the action? | When is the action completed |
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| <p><b>PREVENTION 4</b><br/> <b>Staff come to school not knowing they are positive for COVID and spread virus in school</b></p> | <p>All staff and pupils</p>  | <p>Staff continue to undertake twice weekly testing at home whenever they are on site.</p> <p><b>Distribution of test kits</b></p> <ul style="list-style-type: none"> <li>• Deliveries are checked on arrival and lists of contents retained</li> <li>• All staff to collect test kits as required</li> <li>• 1 box to be given to each member of staff as each box contains 7 test kits</li> <li>• Ensure there is enough supply by ordering when details are published</li> </ul> <p><b>Test results</b></p> <ul style="list-style-type: none"> <li>• Staff clear on expectation to do testing and to report on it – both to school and on NHS portal</li> <li>• School to complete Test Kit Log (model on portal)– retain this document for 12 months – ensure all columns are completed</li> <li>• Staff to inform the school when a PCR test is booked</li> <li>• <b>Staff who receive a positive LFD test must isolate until PCR result is known. No contact needs to isolate at this point.</b></li> <li>• Staff who receive two void LFD tests must isolate and take PCR test. Outcome to be reported in usual way</li> </ul> <p><b>Incident report</b></p> <ul style="list-style-type: none"> <li>• For individual staff If there are any issues with the test then staff should raise this with the school lead</li> <li>• If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirussyellowcard.mhra.gov.uk">https://coronavirussyellowcard.mhra.gov.uk</a>.</li> <li>• If a staff member needs medical care this should be sought through contacting 111 or 999.</li> </ul> |   | <p>HT/SBL</p>                      |                              |

|  |                              | <ul style="list-style-type: none"> <li>For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119</li> <li>School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes)</li> </ul> <p>Mitigating Risk to the schools or Trust<br/>RPA insurance states that they will indemnify members if a claim is brought by a third party (employees). It will cover death, injury, or damage to party property, due to the school undertaking the asymptomatic tests</p>  |   |                                    |                              |
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| What are the hazards?  | Who might be harmed and how? | What are we doing to control the risk?   | What further action is needed to control the risks?             | Who needs to carry out the action? | When is the action completed |
| <b>RESPONSE 5</b><br><b>Lack of proper response to an infection could result in wider spread</b> |                              | <p>LFD test (<b>asymptomatic testing</b>) shows positive result;</p> <ul style="list-style-type: none"> <li>Staff member/pupil to self-isolate</li> <li>Get free PCR test to check if they have COVID</li> <li>Staff member/pupil to self-isolate until PCR result is known</li> <li>If PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test and the staff member/pupil can return to school (unless showing symptoms)</li> </ul> <p>Pupils staff and other adults should follow the public health advice on when to self-isolate and what to do:<br/><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p>Pupils, staff and other adults do not come into school if;</p> <ul style="list-style-type: none"> <li>They are showing symptoms</li> <li>They have had a positive PCR test</li> <li>They have been contacted by NHS Test and Trace, are over 18 years old and have NOT been fully vaccinated</li> </ul> | HT to remain updated as to changes in Test and Trace Procedures | <b>SBL/HT/SLT</b>                  |                              |

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|  | <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID, or been a close contact of someone who has tested positive for COVID, if any of the following apply:</p> <ul style="list-style-type: none"> <li>• They are fully vaccinated</li> <li>• They are below the age of 18 years and 6 months</li> <li>• They have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• They are not able to get vaccinated for medical reasons</li> </ul> <p>If one of the above applies, and they are identified as a close contact, Test and Trace will contact them and advise them to take a PCR test. They do not need to isolate.</p> <p>School to have some home testing kits (PCR) to give directly to parents for children and to staff if appropriate and they are showing symptoms</p> <p>Staff /parents to inform school immediately they know their PCR result.</p> <p>Headteachers to be aware of those staff working in school who have not been fully vaccinated, so that they can contact them directly, should they be identified by the school as a close contact of a positive case in school (adults to voluntarily inform school for risk assessment purposes)</p> <p><b>Showing Symptoms:</b> If a staff member/pupil/other adult is showing symptoms in school:</p> <ul style="list-style-type: none"> <li>• If child requiring testing is under 5 – Ring 111</li> <li>• If a child is deemed unwell whilst at school, they are removed from the classroom</li> <li>• Identify area in school (not welfare room) where a child showing symptoms can go to be assessed and, if necessary, to await collection by parent/carer.</li> <li>• Identify adult to monitor child and assess symptoms</li> <li>• Provide PPE for child until collected +adult waiting with them</li> </ul> |  |  |  |
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|  |   | <ul style="list-style-type: none"> <li>Plan how welfare room will be used during the day to ensure H+S is paramount and mixing across whole school is reduced, for example, if appropriate or possible: <ul style="list-style-type: none"> <li>❖ First Aid kits in different phases for minor injuries to be administered by the staff in bubble or call for welfare</li> <li>❖ Record of any First Aid administered to be kept (e.g. on Scholarpack) and (minor) bumped heads letters to be distributed from classroom</li> <li>❖ External first aid stations during playtime to reduce need to enter welfare room if appropriate</li> </ul> </li> <li>To have thermometers available in welfare/COVID room to measure temperature should a pupil appears unwell</li> <li>Clean room with disinfectant after child/adult with suspected virus has left. Everyone involved washes hands thoroughly. They do not need to self-isolate if they have provided close contact for a person with symptoms unless they themselves develop symptoms</li> <li>Any waste used by suspected COVID case to be double bagged and disposed of separately</li> </ul> <p>Informing Staff and parents of above procedures;<br/>This RA shared on website<br/>Relevant links to be shared with parents<br/>Letter at start of term explaining how systems will support COVID control</p> |  |   |                                     |
| <b>What are the hazards?</b>   | <b>Who might be harmed and how?</b>                       | <b>What are we doing to control the risk?</b>  | <b>What further action is needed to control the risks?</b> | <b>Who needs to carry out the action?</b> | <b>When is the action completed</b> |
| <b>An individual contracts COVID who was previously regarded as clinically extremely</b> | <b>Clinically extremely vulnerable staff and children</b> | <p><b>Clinically extremely vulnerable</b> adults, as a minimum, should follow the same guidance as everyone else. It is important that everyone adheres to this guidance.</p> <p><a href="https://www.gov.uk/guidance/guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p> <p>Individuals may however;</p>   |  | <b>HT/SLT/SBL /Inclusion</b>              |                                     |

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| <p><b>vulnerable or similar</b></p> |  | <ul style="list-style-type: none"> <li>• Choose to limit the close contact they have with those they do not usually meet (i.e. staff/pupils they do not work closely with)</li> <li>• Ask the school for an individual risk assessment to be carried out</li> </ul> <p>All <b>clinically extremely vulnerable (CEV) children</b> and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p><b>Pregnant workers/new mothers</b><br/> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <ul style="list-style-type: none"> <li>• Consultation on the general COVID-19 Risk Assessments for the school should take place</li> <li>• Carry out RA as usual, before any physical return to the school workplace – i.e. New and Expectant Mothers Risk Assessment</li> </ul> <p><b>Children with Complex needs</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning of specific physical aids to be completed or supervised by support TA</li> <li>• Where necessary, PPE to be worn by adult as per risk assessment</li> <li>• Children encouraged to wash hands regularly and are supervised to do so</li> <li>• Staff working one to one to regularly wash hands</li> <li>• Surfaces and equipment to be wiped and dried when children have licked/stroked wherever possible (cleaning spray and gloves will be available if necessary)</li> <li>• Staff supported to manage risks as they arise</li> <li>• Cleaners directed to clean the specific areas used on a daily basis</li> </ul> |  |  |  |
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| What are the hazards?                       | Who might be harmed and how? | What are we doing to control the risk?   | What further action is needed to control the risks? | Who needs to carry out the action?              | When is the action completed |
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| Potential stress/anxiety caused by COVID-19 | <b>Staff /pupils</b>         | <p><b>Staff</b><br/> Updated risk assessment to be shared with staff and put on website each time it is updated<br/> Clarity on leaders expectations<br/> Ensure sharing of information with staff re decisions being made<br/> Staff adhere to the Social Distancing expectations – all staff to model<br/> Monitoring of workload if remote learning is required<br/> Staff to be made aware that H+S is everyone’s responsibility at all times<br/> Staff know whom to raise any H+S issues with if they cannot resolve them themselves<br/> Publicise Education Support 08000 562 561 helpline counselling service and other support services if known<br/> Ensure staff are aware that they can talk to their senior leader whatever the concern<br/> Head to keep staff updated of any issues or changes<br/> Where staff are off sick or isolating due to COVID19, systems are in place for school to make support contacts regularly</p> <p><b>Pupils</b><br/> To ensure opportunities are in place for discussions in the classroom around the impact of the pandemic on them and their families, e.g using ‘Transitioning back to schools and settings as lockdown lifts 50+ practical ideas for primary schools’ (on Enfield Thrives Together website)<br/> To ensure teachers and TAs identify children who are finding the transition back to school hard and raise with Inclusion Manager/ SENCo.<br/> To provide opportunities for exercise outdoors<br/> To focus on behaviour for learning within the classroom</p> |   | <p><b>HT/SLT</b></p> <p><b>SLT/Teachers</b></p> |                              |

| What are the hazards?   | Who might be harmed and how? | What are we doing to control the risk?  | What further action is needed to control the risks? | Who needs to carry out the action? | When is the action completed |
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| Heightened risk of transmission and infection through additional activities such as trips out/extra-curricular        | Staff/pupils                 | <p><b>Educational Visits</b><br/>Visits can take place outside of the school. Risk Assessments must be completed in line with usual practice, with the additional focus on COVID.<br/>All trips must be agreed by the Head who will contact the CEO for discussion if uncertain.<br/>Reducing mixing of large numbers of pupils in one place should be considered if possible.</p> <p><b>Extra-curricular activities</b><br/>After school clubs and breakfast clubs will take place with regard given to reducing any potential spread of infections whilst allowing provision to be made to support working parents<br/>Other extra-curricular activities will also take place with due regard to any systems of control that may reduce the risk of virus spread.</p> |   | SBL/Visits lead /HT/SLT            |                              |
| What are the hazards?   | Who might be harmed and how? | What are we doing to control the risk?  | What further action is needed to control the risks? | Who needs to carry out the action? | When is the action completed |
| <b>RESPONSE 6</b><br>An individual positive case is not contained and there is an outbreak of COVID within the school | Staff, pupils, parents       | <p><b>Outbreak Measures/Contingency planning</b></p> <p>The Trust/school will constantly monitor the situation in their school. Should cases rise, the school has in place procedures to allow the mitigating actions to be stepped up and down based on the situation.</p> <p>The guidance states that an outbreak is identified when the following thresholds are reached;</p> <ul style="list-style-type: none"> <li>• A member of staff/child is hospitalised due to COVID</li> <li>• 5 children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period</li> </ul>   |   | CEO/HT                             |                              |

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|  | <ul style="list-style-type: none"> <li>• 10% of children or staff who are likely to have mixed closely, test positive for COVID-19 within a 10 day period</li> </ul> <p>Contact Public Health Enfield to inform of possible outbreak and take advice<br/> <a href="mailto:Dudu.Sher-Arami@enfield.gov.uk">Dudu.Sher-Arami@enfield.gov.uk</a><br/> Contact DFE 08000468687 option 1</p> <p><i>Identifying a group that is likely to have mixed closely will be different for each setting. Guidance will be sought from PHE and reference made to p19/20 of the DFE Contingency Framework; Education and Childcare settings</i><br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf</a></p> <p>Possible outbreak measures which will be considered are:</p> <p>To review current measures being taken– testing, hygiene and ventilation – and re-inforce if necessary</p> <p>Testing:</p> <ul style="list-style-type: none"> <li>➤ To increase the use of testing of staff – to daily testing</li> <li>➤ To communicate with parents the importance of testing for themselves and their children asking them to obtain LFDs for home use</li> <li>➤ Communicate with parents the location of testing sites locally</li> </ul> <p>Face Coverings: Schools will review the use of face coverings in communal areas</p> <p>CEV/Pregnant<br/> Consideration given to whether higher infection rate impacts on the health of CEV and those in 3<sup>rd</sup> trimester and put in place; increased lone working, mask wearing, potential to work from home etc.</p> |  |  |  |
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|  | <p>'Bubbles'</p> <p>'Bubbling' groups where there is a high prevalence of cases in one class/year group to try and avoid further transmission. This may mean;</p> <ul style="list-style-type: none"> <li>➤ Changing playtimes/lunchtimes for that group</li> <li>➤ Stopping setting and keeping classes together</li> <li>➤ Keeping staff in the classroom constant – not swapping for cover etc.</li> <li>➤ Strengthening communication e.g. Asking all parents in class to take child for PCR test/all children to do LFD testing at home regularly</li> <li>➤ Reducing movement around the school of this group</li> <li>➤ Staff from the group to refrain as much as possible from mixing with other staff.</li> </ul> <p>Creating such bubbles would be done in conjunction with advice from Enfield Public Health</p> <p>Cleaning</p> <p>One off cleaning in the key areas may be carried out to reduce risk of transmission</p> <p>Various events currently taking place may be suspended whilst rates are high in the school or in the wider community such as;</p> <p>Assemblies<br/>Educational visits<br/>Visitors into school<br/>Parent events in schools</p> <p>Some events may return to online, e.g. Parents' Evenings</p> <p>If activities can take place outdoors, this will be considered</p> <p>Schools will take guidance from DFE and Public Health Enfield if further actions need to be taken beyond the above such as;</p> <p>Restricting pupil attendance</p> |  |  |  |
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