

School Covid 19 Risk Assessment – March 2021



Name of School	Redland Primary School
Name of Headteacher	Veronika Joy
Assessment completed by	Veronika Joy and Victoria Keates
Assessment date	June 2021

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, vis and pupils who may be unfamiliar with the site.

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
Symptomatic or other high-risk personnel attending school site		
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste 	<p>School will issue reminders to staff and parents to follow guidance linked to Covid-19 symptoms.</p> <p>All contractors and visitors will be subject to Covid-19 questions upon arrival.</p>
1. Maintaining distancing and reducing contact – entrance and exit routes		
<p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate ‘holding’ areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<p>School transport not provided, all parents arrive on independently arranged travel.</p> <p>One child arrives in taxi and will arrive via the main entrance and at a time where this entrance is quieter. Child to queue on marked lines if the entrance is not clear.</p>
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Social distancing signs around the entrances with a ‘keep left’ rule. • Staggered start and finish times. • Different classroom entrances and exits for groups. • Request only one parent/carer drops off and picks up. • Markers and barriers to signal where parents/carers and children are to wait. • Staff member on duty to supervise. • Reminders in newsletter to parents/carers about social distancing on the playground.
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site 	<ul style="list-style-type: none"> • Staggered drop off and pick up times. • Request parents/carers to walk if possible.

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	<ul style="list-style-type: none"> Review traffic management risk assessment where changes to start/end of day apply. Staff on duty to supervise. 	<ul style="list-style-type: none"> Member of staff on playground, near entrance to supervise.
2. Maintaining distancing and reducing contact – internal areas and play areas		
Pupil numbers and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. Pupils can reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups. Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. Remove excess furniture to safe storage areas to increase space. Desks to be spaced out as far as possible but do not impede fire escape routes and exits. Floor markings to illustrate 2m areas around teaching positions. Children to remain at their desks when in the room. Children to use the same desk each day. Lessons planned for individual work as opposed to close group work. Distancing and reducing contact to be explained to children with regular reminders. Signage/Posters in each classroom. Consider the use of school grounds / local environment to extend the range of teaching spaces available Staff to supervise and enforce measures. 	<ul style="list-style-type: none"> Children arranged in bubbles, in two class size. Keep record of who is in each ‘bubble’. Remove excess furniture where necessary. Desks spaced out as much as possible within the classroom. Teacher and TA to maintain social distancing where possible. Teacher area to be marked out where possible. Face coverings to be worn by staff when unable to maintain social distance or in communal areas, except when eating. Children (Robins to Falcons classes) to remain in seats when in the classroom when possible, and provided with their own resources to avoid unnecessary movement. Children to use the same desk for all learning where possible. Lessons planned for individual learning as much as possible. Distancing and reduced contact to be taught, with poster prompts in classrooms and regular reminders from teachers. Staff to supervise and enforce measures at all times.

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	<ul style="list-style-type: none"> The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	<ul style="list-style-type: none"> PPE tray (mask, thermometer, hand gel, aprons, gloves, paper towels) to be in each classroom. Additional PPE to be in First Aid room and all staff aware of this. Adults to wear face masks if working closely with children. Rooms must be ventilated at all times with multiple windows open at all times. At break and lunch time, ensure all windows and exterior doors are fully open.
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> Minimise movements of whole groups and individuals outside of the classroom. Use of a one-way system around the school. A 'walk on the left' policy if one-way not practicable. Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). Lane markings on floor and distancing markings in areas where queuing is likely. Areas not in use to be closed off (not escape routes). Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. Signage. School assemblies to be completed electronically Acts of worship and other typically communal events to take place in groups (not whole school) Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom. 	<ul style="list-style-type: none"> Markings on the floor to show 2m distance and one-way system. Social distancing and walk left posters displayed and to be adhered to. Children to remain in classrooms as much as possible. Each classroom to have designated route to playground. School assemblies delivered virtually. Designated spaces for children's belongings. Children to move between classes using an outdoor route where possible. No queueing in corridors. Face coverings to be worn at all times, except when eating and drinking or within marked out area within classroom. Adults to wear face masks if working closely with children and in communal spaces where 2m distance can't be adhered to.
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. 	<ul style="list-style-type: none"> Each classroom to have designated bathrooms to use.

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	<ul style="list-style-type: none"> Where practicable avoid different groups using the same facilities at the same time. Distance markings on floor in queuing area 	<ul style="list-style-type: none"> No more than 2 classes to have access to one bathroom. Only 1 child in the bathroom at a time. No queueing in corridors.
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> Staggered break and lunch times. Allocated play areas for each group. Consider zoning of play areas using markings / cones to reinforce distancing. Limit use of outdoor play equipment to designated groups at fixed periods Games which encourage distancing and reduce contact. Staff supervision to maintain standards. Catering contractors and other food provision has been subject to specific risk assessment. 	<ul style="list-style-type: none"> Staggered break and lunch times. Play areas marked out so only one bubble is in one place at a time. Fixed outdoor gym equipment to be used by the same bubble all week. Fixed outdoor equipment to be used at break time only. Social distancing games provided to each group. Staff to supervise at all times, reinforcing rules. Tables cleaned after use
Number of staff and size of staff rest spaces impede the means to distance and reduce contact	<ul style="list-style-type: none"> Removal of furniture to create more space. Removal of communal equipment (mugs etc) Staggered break times for staff. Repurpose unused spaces for additional staff rooms. Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> Staff room surfaces cleaned throughout day Additional staff break area set up by mobile classrooms/meetings room Staggered break and lunch times. Staff toilets used one at a time.
Other	<ul style="list-style-type: none"> All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. Mixing of volunteers across groups should be kept to a minimum, and they should remain two metres from pupils and staff where possible. Schools should work closely with any external wraparound providers which pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same group they are in during the school day. 	<ul style="list-style-type: none"> See separate Breakfast club and After School club risk assessment. Staff to follow school procedures on face coverings and 2m distancing. No volunteers currently in school (only sports linked on field). Staffroom / communal rooms have visible limits to occupancy. Assemblies will remain virtual until further notice. No performances currently.

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	<ul style="list-style-type: none"> Schools should not host any performances with an audience and follow latest guidance for music, dance and drama (within the main guidance for schools Feb 2021). 	
3. Hygiene and Cleaning	Guidance on cleaning non-healthcare settings	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> Confirm available cleaning staffing levels before wider opening. Use of contractors or other school staff for additional cleaning. Agree the new cleaning requirements and additional hours for this. PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> Increased cleaning regime throughout the school, during and after the school day. Thorough clean (including cleaning chairs) to be done each evening. Tables, door handles to be sprayed with disinfectant and wiped down at transition points throughout the day. PPE available to be worn by cleaning staff
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative Extra signage to encourage washing hands. Ensure help is available for children who cannot clean their hands independently. Hand gel dispensers at strategic locations around the site to complement handwashing facilities. Supplies of tissues and lidded bins in each teaching space and classroom. Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<ul style="list-style-type: none"> Children, staff and visitors to use hand gel on arrival to school. Children, staff and visitors to hand wash upon entry and exit of the school building. Children to wash or gel hand every time that they leave or re-enter classroom. Ensure sufficient soap and hand gel in each classroom and wash point. Hand gel and hand wash re-filling station in staffroom. Signage near each wash point to encourage good handwashing. Supervision of handwashing where appropriate. Hand gel in each classroom and dispensers on wall in key areas. Tissues available in each classroom. Each classroom has a lidded bin. Resources used only by one bubble. If resource needs to be used by more than one group,

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		these should be cleaned or left to decontaminate for at least 72 hours.
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Additional cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • Hazardous substances to be stored in locked cleaning cupboard. • Cleaning spray used throughout the day to be stored out of reach of children.
4. Site and Buildings		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand sanitiser at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. • Adult visitors to wear face covering unless exempt. 	<ul style="list-style-type: none"> • Only pre-arranged visits. • Colleagues from secondary schools to visit for secondary transition purposes only, subject to the lateral flow testing procedures in place at their place of work. • Two outdoor based Stay and Play sessions in groups for FS2. Separated from the rest of the school. • Other visitors to only work with children for sports or outdoor learning activities, so that they are working in an outdoor environment (Wiltshire Wildlife Trust and sports coaches). • Record all visitors (track and trace). • Signage in foyer to say only one person in at a time. • Clear signage for all visitors on display in foyer. • Visitors to wear a face covering. • Deliveries outside of school hours where possible. In school deliveries are pre-arranged in designated areas. • Process for deliveries to avoid any unnecessary contact. • Hand sanitiser dispenser in foyer.

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Changes affect normal emergency procedures.	Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check: <ul style="list-style-type: none"> • All fire doors are operational at all times • Fire alarm system and emergency lights have been tested and are fully operational. • Review of fire assembly points to accommodate reduced contact and distancing where practicable. • Fire drill practice to train new arrangements. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> • Door handles in foyer to be cleaned throughout the day. • Reviewed fire assembly points so classes are further spread out. • Fire drill practice to be carried out. • Review emergency plans and ensure safety of staff and pupils remains the top priority.
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<ul style="list-style-type: none"> • Exterior doors (not connected to classrooms) to remain on magnetic locks. • Exterior classroom doors to be open at various points throughout the day, e.g. break and lunch.
Building checks not taken place	<ul style="list-style-type: none"> • All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> • Make use of existing mechanical ventilation systems preferably drawing on fresh air. • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air (but not Fire Doors) • Opening external doors may also be used provided security is not unduly compromised 	<ul style="list-style-type: none"> • Rooms must be ventilated at all times with multiple windows open at all times. At break and lunch time, ensure all windows and exterior doors are fully open. • Where temperature is a concern, only open higher-level windows (where this is an option).

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	<ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. Outdoor equipment should be cleaned more frequently than normal. Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<ul style="list-style-type: none"> Outdoor equipment not to be used at lunch time. Shared items to be cleaned/isolated before being used by a different group - use of cleaning spray.
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Handwashing before and after each lesson. Remove unnecessary items from the classrooms and store elsewhere. Cleaning regime for door handles, press to enter/exit buttons, communal surfaces and touchpoints. Children asked to bring in own stationery or have allocated, named, packs of stationery per child. Resources and surfaces to be cleaned each night. Lessons planned so sharing of resources is minimised. Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> Handwashing/gel when entering classroom and leaving classroom at transition points. Regular cleaning throughout the day of door handles, tables, exit buttons etc. Children to have their own set of stationery provided in classrooms. Resources and surfaces to be cleaned each night. Lessons planned to reduce unnecessary sharing of resources. Reading books – to be quarantined for a minimum of 48 hours before being returned to the shelf. A selection of books in classes for children to use. Children to wash hands prior to getting book. Shared spaces cleaned after use. Any crockery/cutlery used must be cleaned thoroughly.

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Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit and competent to do so. 	Staff must not attempt to move large or heavy items unless they are fit and competent to do so.
6. Health and Wellbeing		
Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> Audit staff availability. Ask staff to call the school should their health situation change.
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. School to identify who these children are likely to be and contact these parents/carers.
Person becomes unwell with Covid-19 symptoms in school	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. Ventilate the room if possible. PPE should be worn if contact is required. Inform parent/carer to arrange collection. Cleaning regime after each usage of the space. Follow the advice from health protection team 	<ul style="list-style-type: none"> Use of isolation space and toilets near staffroom. Area clearly marked. Exterior door in this area to be open if child is present. Adult (from same bubble as the child) to supervise, positioned just outside of the exterior door. PPE worn if in close proximity and staff aware of how to wear these correctly. Parent/carer informed and asked to collect immediately. Area thoroughly cleaned after each use. Inform PHE of any positive cases.
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> Senior leaders have awareness of the PHE "local outbreak management plan" Local school management plan is in place and relevant staff have been made aware 	<ul style="list-style-type: none"> SLT to have awareness of PHE "local outbreak management plan" Teams to be available for use should bubbles close/children be isolating.

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	<ul style="list-style-type: none"> Remote education plans in place Engage fully with NHS Test & Trace. 	<ul style="list-style-type: none"> Redland School Teams, Class Dojo and Tapestry all in place should remote education be required. Engage fully with NHS Test & Trace.
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> Staff risk assessment tool being used to assess those in higher risk groups. Staff aware of risk assessment process and able to contribute. Staff meetings and communication. Defined wellbeing support measures for staff. Designated staff rest areas. 	<ul style="list-style-type: none"> Risk assess staff in high-risk groups. Ensure measures are put in place for safe working. Staff meetings to be virtual. Staff aware of risk assessment and procedures in place.
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	No volunteers will be allowed in the school building unless individually risk assessed. School to contact volunteers to inform them of this.
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice	<ul style="list-style-type: none"> Children to have allocated teacher and TA where possible. Reduced time in school to ensure transition from home to school is successful. Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. Pastoral activities. 	<ul style="list-style-type: none"> Children to be with allocated teacher and TA. Adapted curriculum with focus on well-being and reintegration initially. Pupil survey on return to school.
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less coverage than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. Paediatric First Aid provision is available for under 5's. 	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site and when. PPE tray available in all classrooms and First Aid room. Basic First Aid provisions in classroom. Staff aware of paediatric 1st aiders (4 members of staff)
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> Required number of competent staff on site Staff training up to date 	<ul style="list-style-type: none"> School to identify these children. Ensure staff training is up-to-date.

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1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> Alternative arrangements in place if staff training/competence has lapsed. Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties, share this with relevant staff. Reduced timetable if appropriate. Ensure access to sufficient PPE. Adults to wear face coverings when working closely with children. Further items of PPE for adults following a child's 'toileting accident.'
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. Lettings of facilities will be subject to separate risk assessment. School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. Off-site learning outside of the classroom activities and events are suspended. 	<ul style="list-style-type: none"> Risk assess all working environments and teaching/learning activities. Review risk assessments and update where necessary. No PTA (FORS) activities to take place unless virtual or individually risk assessed. No lettings of facilities. Separate risk assessment for breakfast and after school club has been completed. No teacher led after school clubs until further notice. 2 sports after school clubs for Year 6 will be trialled – Cricket and Up and Under multi skills. Behaviour policy has been updated for Covid-19 and PowerPoint of rules updated and on website, revisit in school on first day back. No residential visits until further notice.
8. Monitoring		

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<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> • Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring • LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> • SLT will monitor application of control measures. • Non-compliance will be addressed immediately.
9. Other risks – specific to your school		
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>These may include:</p> <ul style="list-style-type: none"> • Lateral Flow testing procedures • Swimming • Indoor gyms • Trips and events • Recruitment procedures 		<p>Lateral Flow testing procedures</p> <ul style="list-style-type: none"> • All staff have opportunity to carry out lateral flow tests twice weekly at home. • Tests available in school for distribution alongside detailed guidance and instructions. • Procedures in place to report results to school and NHS/government portal. <p>Recruitment procedures</p> <ul style="list-style-type: none"> • Interviews for positions in school may take place in a virtual manner.