

## COVID-19 RISK ASSESSMENT

### FULL SCHOOL RETURN September 2020

Significant Hazards	Persons Affected	Controls	Risk Rating	Action Required	Action By & Date
Arriving to school	Pupils Staff Parents Others	<ul style="list-style-type: none"> <li>Inform parents of the one-way system for when they bring pupils to school.</li> <li>2 metre rule to be enforced while they are waiting for staff to receive their children if this can't be enforced a 1 metre rule to be adhered to.</li> <li>Parents will not be permitted on to the school site and should leave their child at the entrance gate. Nursery and Reception parents will be permitted onto the school site and will wait in the designated areas. Designated times for staff to be on duty – see school timetables.</li> <li>The site manager/LT will be on duty enforcing the rules and should wear a face covering.</li> <li>Parents wishing to talk to staff must make an appointment</li> </ul>	M	Letter	HT 13.7.20
School Uniform	Pupils	<ul style="list-style-type: none"> <li>Pupils are encouraged to attend school in school uniform as these are easily cleaned (washing machine)</li> <li>They do not require cleaning any more than usually.</li> </ul>	M	Letter	HT 13.7.20
Wider Public Transport	Pupils Driver Public	<ul style="list-style-type: none"> <li>Where possible encourage children to walk to school or use alternative transport i.e. cycle, walking bus.</li> <li>Pupils to arrive at a staggered time to avoid peak travel times</li> <li>Pupils encouraged to wash hands as soon as they arrive at school</li> </ul>	M	Letter	HT 13.7.20
Face Masks	Pupils Staff	<ul style="list-style-type: none"> <li>Signs or posters in place on how children remove face masks correctly or information given newsletters prior to start of new term</li> <li>Removal of face masks at the school gate for Pupils and Staff.</li> <li>Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears)</li> <li>If disposable masks these must be disposed of in a closed bin.</li> <li>If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing.</li> </ul>	M	Posters  Letter	SBM 13.7.20  HT 13.7.20
All year groups returning to school	Pupils Staff Parents Others	<ul style="list-style-type: none"> <li>Times will be staggered for each cohort – see school timetables and parent letter on the website</li> <li>KS1 Playground - Pupils will enter via the top gate and exit by the middle gate</li> <li>KS2 Playground – Pupils will enter via the car park and exit by the pedestrian gate. Pupils will wait in cohort bubbles and support staff will stagger pupils entering the building.</li> <li>Pupils will enter and exit through the same doors.</li> </ul>	M	School Timetables  Parent Letter	DH 13.7.20
Prevention of Infection	Pupils Staff Parents	<ul style="list-style-type: none"> <li>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are</li> </ul>	M		

<p><b>The following must be in place in schools at all times:</b></p>	<p>Others</p>	<p>essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p><b>All schools must follow this process and ensure all staff are aware of it.</b></p> <ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent 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 should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</li> </ul>			
<p>Prevention of Infection <b>Must be properly considered and schools must put in place measures that suit their particular circumstances.</b></p>	<p>Pupils Staff Parents Others</p>	<ul style="list-style-type: none"> <li>• Minimise contact between individuals and maintain social distancing wherever possible</li> <li>• 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• 2) clean hands thoroughly more often than usual</li> <li>• 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</li> <li>• 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> </ul>	<p>M</p>		
<p>Staff receiving child from Parent</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• TAs will receive children at school entrance doors and remember the 2-metre rule (or 1 metre + if not viable) – see school timetables</li> <li>• Letters outlining procedures will be translated to assist parents and pupils.</li> <li>• Teaching staff will direct and supervise pupils to the sinks to wash their hands where hand washing facilities are in place.</li> <li>• Stringent hand washing will regularly take place and teachers will teach children handwashing techniques – see link to <a href="#">guidance</a></li> <li>• All pupils must wash their hands on arrival to school</li> </ul>	<p>M</p>		
<p>Children bringing equipment into school</p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> <li>• Pupils and Parents informed to keep items brought into school as a minimum</li> <li>• Only lunch boxes, outdoor clothes, bags and mobile phones permitted.</li> </ul>	<p>M</p>	<p>Letter</p>	<p>HT 13.7.20</p>
<p>Classroom set up</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> <li>• All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</li> <li>• We will keep children in their class groups for the majority of the classroom time, but may also allow mixing into wider cohort bubbles.</li> </ul>	<p>M</p>		

		<ul style="list-style-type: none"> <li>• The classroom must be set up where possible with all desks forward facing and side to side seating.</li> <li>• The teacher’s desk must be kept 2 metres away from the children’s tables/desks.</li> <li>• Tissues will be available on each desk for pupils to use when coughing or sneezing and they must go into a classroom bin after one use – Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• All soft toys and resources made of fabric will be removed from classrooms (boxes will be provided and stored by the site manager).</li> <li>• Resources that cannot be sprayed with disinfectant, such as playdough will also be stored.</li> <li>• Avoid pupils sitting on the carpet.</li> <li>• Fruit and milk to be given to pupils at desks and trays/bowls washed daily by staff</li> <li>• All surfaces in classrooms will need to be decluttered so they can be cleaned at the end of each day.</li> </ul>			
Year Groups	Staff Pupils	<ul style="list-style-type: none"> <li>• Where possible children are to be kept in their year bubbles and not to mix with other bubbles.</li> </ul>	M		
Classroom Lessons	Staff Pupils	<ul style="list-style-type: none"> <li>• Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>• Where children may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule or the staff are to only teach in their allocated bubbles.</li> <li>• Pupils old enough to understand will be informed not to touch staff and their peers where possible.</li> <li>• Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Although the majority of staff in school will not require PPE beyond what they would normally need for their work, PPE will be made available to staff should they wish to use it – it can be requested</li> </ul>	M		
Use of school resources in individual bubbles	Staff Pupils	<ul style="list-style-type: none"> <li>• Where possible keep the use of resources to each allocated bubble.</li> <li>• Pupils should use their own pencils and pens and not share</li> <li>• All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	M		
Use of school resources shared between bubbles or classes	Staff Pupils	<ul style="list-style-type: none"> <li>• Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. See PE, Art, DT and Science Risk Assessments.</li> </ul>	M		
Taking items resources home	Staff Pupils	<ul style="list-style-type: none"> <li>• Pupils and teachers can take books and other shared resources home. Unnecessary taking home of equipment / resources discouraged</li> <li>• Cleaning as above if items are taken home.</li> </ul>	M		

Assemblies Collective Worship	Staff Pupils	<ul style="list-style-type: none"> <li>Whole school assemblies or large gatherings will be avoided, although assemblies can take place for individual bubbles.</li> </ul>	M		
Educational Visits	Staff Pupils	<p>Autumn term trips can commence, however they must be non-overnight trips only</p> <p>Make use of outdoor spaces in local areas</p> <p>Full suitable and sufficient risk assessments to be put in place for each trip by visits coordinators and risk assessments requested from places to be visited.</p>	M		
SEND Pupils	Staff Pupils	<p>Pupils who have complex needs or who need close contact care, will continue as normal.</p> <p>A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category.</p>	M	Risk Assessment	Teachers SEND Lead
Attendance in schools	Pupils	<p>It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;</p> <p>Schools' responsibilities to record attendance and follow up absence</p> <p>The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</p>	M	Letter Monitoring	HT Admin EWO
Use of Supply teachers and other staff	Staff Pupils	<p>Inform supply staff of the arrangements in place</p> <p>Consider using longer assignments for supply teachers and/or other staff</p> <p>Where possible minimise their movement around school and keep them in the same bubbles</p>	M		School Business Manager
Before and After school clubs	Pupils Staff	<p>Resume after-school provision from the start of the autumn term</p> <p>Where possible keep pupils in their year bubbles</p> <p>Where not possible look at consistent small groups only.</p> <p>Arrange for same staff to deliver after school provision to reduce risk.</p>	M	Extended Services Register	Health & Well Being Lead
Music Lessons	Pupils Staff	<p>Look at reducing risk of using particular instruments and allowing large groups</p> <p>No more than 15 pupils back to back or side to side</p> <p>No sharing of woodwind instruments</p> <p>Good Ventilation required</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs or school assemblies.</p>	M	Music Risk Assessment	Music Lead
Physical Activity	Pupils Staff	<p>Outdoor sports where possible and contact sports avoided.</p> <p>Maximise distance between pupils</p> <p>Equipment used must be scrupulously cleaned after each use</p> <p>Encourage activities such as active mile.</p> <p>Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use.</p>	M	Review PE Curriculum Risk Assessment	PE Lead

Children requiring using the toilet in lesson times	Pupils Staff	Only one child per class to use the toilets at any one time. Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. Toilet areas cleaned on a regular and frequent basis	M	Pupil Talk	Teachers 2.9.20
Break times	Pupils	<ul style="list-style-type: none"> <li>Children informed again of the importance of social distancing whilst outside.</li> <li>Only activities which can abide by the social distancing rules will be used.</li> <li><b>Outdoor playground equipment is not to be used during breaktimes</b></li> <li>Supervising staff must keep a 2-metre distance from each other at all times.</li> <li>Break times will be staggered for each cohort – see school timetables</li> </ul>	M	Pupil Talk	Teachers 2.9.20
Break Times Staff Room	Staff	<ul style="list-style-type: none"> <li>Use of the staffroom will be minimised</li> <li>Staff must stay at least 2 metres apart from each other whilst in the staffroom</li> <li>Staff must make their own drinks/food</li> <li><b>Staff MUST wash and dry their own cups and other crockery and utensils</b></li> <li>Staff to use their own classrooms for breaks</li> <li>The <b>school office door will remain closed at all times</b> and staff are to use the internal window for communication. Communication with office staff to be before school, break times, lunchtimes only unless there is an emergency.</li> </ul>	M		
Break Times Classrooms	Staff Pupils	<ul style="list-style-type: none"> <li>All classroom tables and door handles will be cleaned by the cleaners with a disinfectant at the end of each day.</li> <li>Staff will clean and spray desks and resources used at lunchtimes</li> <li>Wear gloves whilst carrying out this task and wash hands after cleaning.</li> <li>Dispose of all cloths in a closed bin and empty on a regular basis.</li> <li>Surfaces are to be kept clutter free and areas left clean and tidy</li> <li>Rooms are to be well ventilated using natural ventilation</li> </ul>	M		
Lunch breaks	Staff Pupils	<ul style="list-style-type: none"> <li>The dining hall and main hall will be used for children to eat their lunch</li> <li>Lunchtimes will be staggered for each cohort bubble - see school timetables</li> <li>Cutlery, cups or food and food will be handed and served to pupils.</li> <li>Lunchtime staff and kitchen staff to maintain social distancing where possible from children..</li> <li>Pupils and staff reminded to wash hands thoroughly before entering the dining hall and eating</li> <li>Catering/LTA staff will clean and disinfect tables and seats between each sitting</li> <li>Each outside area designated to a class will have its own designated play equipment</li> <li>Lunchtime play equipment will be disinfected by LTA after use.</li> <li>Staff to use their own classrooms for lunch and only the facilities in the staffroom</li> <li>Support staff to eat their lunch in allocated zones</li> </ul>	M		
First Aid	Staff Pupils	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries.</li> </ul>	M		First Aiders Ongoing

Minor treatment		<ul style="list-style-type: none"> <li>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>Any dressings should be double bagged and PPE used to be disposed of in the medical room or collected off the pupil when finished using and disposed of in the medical room.</li> <li>Always wash hands after contact</li> </ul>			
First Aid Life threatening	Staff Pupils	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately.</li> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul> <p>ADULTS</p> <ul style="list-style-type: none"> <li>In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth.</li> <li>Use of a defib if available.</li> <li>Always wash hands after contact</li> </ul> <p>CHILDREN</p> <ul style="list-style-type: none"> <li>In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.</li> <li>Use of a defib if available.</li> <li>Always wash hands after contact</li> </ul>	M		First Aider JS/MC/LC
First Aid Medication	Staff Pupils Others	<ul style="list-style-type: none"> <li>First Aiders must always wear gloves when administering medication.</li> <li>It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>	M		
Intimate Care	Staff	<p>When staff are carrying out any intimate care they must: (as per their usual requirements)</p> <ul style="list-style-type: none"> <li>Wear gloves</li> <li>Wear an apron</li> <li>Wear a mask</li> <li>Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>Staff must wash their hands once gloves and masks are removed</li> <li>A poster to be displayed of instructions which must be followed.</li> <li>Record all intimate care carried out.</li> </ul>	M	Poster  Intimate Care Record	SBM  EYs Staff
Children who are upset	Staff	<ul style="list-style-type: none"> <li>Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>Encourage child to use a tissue to wipe eyes/nose etc.</li> </ul>	M		

		<ul style="list-style-type: none"> <li>• If contact is required, consider short contact only.</li> <li>• Wash hands after contact</li> </ul>			
Children with behavioural issues	Staff	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear face coverings.</li> </ul>	M		Safer Handling Trained Staff
Pupils who are shielding	Pupils	<ul style="list-style-type: none"> <li>• A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding.</li> <li>• If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will offer them access to remote education. Schools should monitor engagement with this activity.</li> <li>• Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> </ul>	M	Monitor Remote Learning	Computing Lead
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	<p>From 1 August, we expect that most staff will attend school.</p> <ul style="list-style-type: none"> <li>• It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.</li> <li>• Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</li> <li>• Advice for those who are clinically-vulnerable, including pregnant women, is available.</li> </ul>	M	Individual Risk assessments	SBM/DH 13.7.20

		<ul style="list-style-type: none"> <li>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</li> <li>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>			
Pregnant Staff	Staff	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</li> <li>Expectant mothers risk assessments must be carried out and risk control measures put in place.</li> </ul>	M	Risk Assessments	SBM/DH 13.7.20
Staff who may otherwise be at increased risk from COVID 19	Staff	<ul style="list-style-type: none"> <li>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>	M	Individual Risk Assessments	SBM/DH Meetings
Families anxious returning pupils to school	Pupils	<ul style="list-style-type: none"> <li>School will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.</li> <li>Arrange telephone or face to face meetings with Parents</li> <li>Provide reassurance</li> <li>Make it clear it is compulsory school age children attend school unless a statutory reason applies.</li> </ul>	M	Letter Class Dojo	All Staff
Use of Outdoor Play Equipment	Pupils	<p><b>Fixed Outdoor Equipment</b></p> <ul style="list-style-type: none"> <li>Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. <b>This equipment not be used until notified.</b></li> <li>Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time.</li> <li>Limit the number of users on the equipment at any one time.</li> <li>Signs to be displayed informing Parents to keep their children off the equipment and it is for supervised use only for pupils when in school.</li> </ul>	M		Site Manager

		<p>Sanitise frequently touched point areas:</p> <ul style="list-style-type: none"> <li>• playground equipment for children, such as climbing frames</li> <li>• exercise bars and machine handles on outdoor gym equipment</li> <li>• entry and exit points such as gates</li> <li>• seating areas such as benches and picnic tables</li> </ul> <p><b>General Playground Equipment</b></p> <ul style="list-style-type: none"> <li>• Equipment to be sanitised between each bubble use where possible.</li> <li>• Pupils to clean / sanitise hands prior to use and after use.</li> <li>• Remind pupils not to put hands near mouth or nose.</li> <li>• Pupils with Additional Needs may require frequent reminders about rules of behaviour, especially if having to wait for use of equipment.</li> <li>• Children with physical and sensory disabilities may need assistance with moving from one place to the next</li> <li>• Ensure staff only supervise their pupil bubbles</li> <li>• Staff to have a supply of sanitising equipment and if required PPE</li> </ul>			
Use of Outside Gyms	Pupils	<p><b>This equipment not be used until notified.</b></p> <p>Follow the same control measures as above plus:</p> <ul style="list-style-type: none"> <li>• for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other.</li> </ul>	M		Site Manager
Children leaving at the end of the school day. Primary	Staff Parents Others	<ul style="list-style-type: none"> <li>• One way system in place with the site manager/LT supervising outside to inform Parents to abide by the 2 metre social distancing rule.</li> <li>• Different doors to be used to dismiss pupils – see school timetables and parent letter.</li> <li>• Staggered leaving times will be implemented including Fridays.</li> <li>• KS1 Playground - Parents to line up next to markers awaiting collection for their child.</li> <li>• Children released when Parent is next in queue and child will be called.</li> <li>• KS2 Playground – Parents to abide by the 2 metre social distancing rule whilst waiting by the relevant door. Vehicles not allowed to enter or exit staff car park while children are being dismissed</li> <li>• Pupils to queue 2 meters apart whilst waiting for dismissal</li> </ul>	M		
Walking home alone or not being collected by Parent	Staff Parents Others	<ul style="list-style-type: none"> <li>• Pupils to be informed of the requirement to maintain social distancing when leaving school.</li> <li>• Staff on duty outside to ensure pupils leave in a safe manner.</li> <li>• Staggered times where possible.</li> </ul>	M		
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with the office staff/teachers will be over the phone.</li> <li>• If this is not possible a meeting will be arranged and social distancing rules observed.</li> </ul>	M		

		<ul style="list-style-type: none"> <li>Parents will be discouraged in congregating around the school site or using the main entrance.</li> </ul>			
Awareness of policies / procedures / Guidance	Staff Pupils Others	<ul style="list-style-type: none"> <li>All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>All staff are able to access the following information on-line for up to date information on COVID-19                             <ul style="list-style-type: none"> <li>Public Health England</li> <li>Gov.co.uk</li> <li>NHS</li> <li>DfE</li> <li>Department for Health and Social Care</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>Conference calls to be used instead of face to face meetings.</li> <li>School will cease hand shaking with visitors</li> <li>Management checks to ensure current guidelines are adhered to.</li> </ul>	M	School Website  Staff Hub	School Business Manager  Computing Lead
Poor hygiene practice	Staff Pupils Others	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>Pupils are forbidden from sharing cutlery, cups or food.</li> <li>All cutlery and cups are thoroughly cleaned before and after use.</li> <li>Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is</li> </ul>	M		

		<p>compliant with the COSHH Policy and the Health and Safety Policy.</p> <ul style="list-style-type: none"> <li>The site manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
Response to any infection	Staff Pupils Others	<p>Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> <li>manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>contain any outbreak by following local health protection team advice</li> <li>Above must be followed in every case where they are relevant.</li> </ul>	M		
Track and Trace	Staff Pupils Others	<ul style="list-style-type: none"> <li>If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate.</li> <li>The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms.</li> <li>All children can be tested (including children under 5)</li> <li>They should provide details of close contacts if they test positive or if asked by NHS track and Trace</li> <li>Self-isolate if they have been in close contact with someone who has tested positive for coronavirus.</li> </ul>	M	Incident Log Updated & Monitored	School Business Manager  Admin
Testing Negative	Staff Pupils Others	<ul style="list-style-type: none"> <li>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.</li> </ul>	M		Admin
Testing Positive	Staff Pupils Others	<ul style="list-style-type: none"> <li>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 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 7-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.</li> <li>Other members of their household should continue self-isolating for the full 14 days.</li> </ul>	M		Admin
Manage positive cases amongst the school community	School Head Teacher	<ul style="list-style-type: none"> <li>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. 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.</li> <li>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.</li> <li>The health protection team will work with schools in this situation to guide them through the</li> </ul>	M		DH

		<p>actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> <ul style="list-style-type: none"> <li>● The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</li> <li>● If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>● If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li>● Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>● Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>			<p>Parents Carers</p>
<p>Contain an outbreak</p>	<p>School Head Teacher</p>	<ul style="list-style-type: none"> <li>● If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if</li> </ul>	<p>M</p>		<p>DH</p>

		<p>additional action is required.</p> <ul style="list-style-type: none"> <li>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> </ul>			
Ill health	Staff Pupils Others	<ul style="list-style-type: none"> <li>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times by a first aider.</li> <li>First Aiders will have access to PPE in the medical room. All PPE items are to be disposed of in the medical room from where it will be double bagged and sealed.</li> <li>The first aider informs the office staff to call for emergency assistance immediately if pupils' symptoms worsen.</li> <li>The parents of unwell pupils are informed as soon as possible of the situation by the school office.</li> <li>Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>Unwell pupils who are waiting to go home are kept in the medical room where they can be at least two metres away from others.</li> <li>Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated by the site manager in the first instance or the first aider, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</li> <li>Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> </ul> <p><b><u>If a staff member or pupil has ANY of: New continuous cough/ high temperature/loss or change of smell or taste:</u></b></p> <ul style="list-style-type: none"> <li>Any members of staff or pupil who display signs of infection are sent home immediately.</li> </ul>	M		

	<ul style="list-style-type: none"> <li>• They must initiate self-isolation for 7 days, family members should self-isolate immediately too in line with national guidance.</li> <li>• Arrange testing for the symptomatic person – this should be booked straight away.</li> <li>• The school will phone the Local Authority Education phone line about this on 01902 553957 and provide details. Out of hours we will email on <a href="mailto:schoolcovid@wolverhampton.gov.uk">schoolcovid@wolverhampton.gov.uk</a></li> <li>• School will call this phone number again once the test results are back. If it is positive, school will call PHE or use their reporting portal.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>• If pupils or staff test positive an IR1 form is also completed by the SBM and reported to Public Health England who will manage the situation with further isolation measures needed within school. This can be on the phone 24/7 phone number (0344 225 3560, option 0 and then option 2) or via their online reporting portal</li> <li>• (<a href="https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID+n4KL97m2l">https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID+n4KL97m2l</a>)</li> <li>• School will also let the LA Education and Public Health teams know about this</li> </ul> <p><b><u>If school becomes aware of TWO pupils/staff (including 1 pupil and 1 staff member) to become symptomatic, or have positive results, within a 2 week period.</u></b></p> <ul style="list-style-type: none"> <li>• The DH will inform PHE who will manage the case. This can be on the phone 24/7 phone number (0344 225 3560) ideally but you may also use the online reporting portal</li> <li>• School will also let the LA Education and Public Health teams know about using Local Authority Education phone line about this on 01902 553957 and provide details and out of hours may also email <a href="mailto:schoolcovid@wolverhampton.gov.uk">schoolcovid@wolverhampton.gov.uk</a></li> </ul> <p><b><u>If we are made aware of a positive test result in a staff member or pupil</u></b></p> <ul style="list-style-type: none"> <li>• <u>School will call this phone number again once any pending test results are back.</u></li> <li>• <u>For household members of pupils and staff who have symptoms or test positive for COVID:</u> school does not need to inform Public Health or Education Teams, if you are comfortable with the following steps (but otherwise may get in touch using the telephone numbers above).</li> <li>• Any confirmed cases will be recorded for staff and pupils in each cohort</li> </ul> <p><b><u>Household members of pupils and staff who have symptoms or test positive for COVID</u></b></p> <ul style="list-style-type: none"> <li>• The pupil or staff member must self-isolate for 14 days as a household member.</li> <li>• School will record the absence of the staff member or student as isolation due to being household contact COVID</li> <li>• The school will be vigilant for possible cases inside the school, but no isolation needs to happen unless another person becomes sick</li> </ul>			
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Spread of infection	Staff Pupils Others	<ul style="list-style-type: none"> <li>Inform the pupils of the importance of washing their hands after using the toilet, before lunchtimes, after playtimes and before entering the classroom.</li> <li>Use the hand sanitiser (minimum 70% alcohol content) on entering/leaving the dining hall for lunchtimes if needed.</li> <li>Parents informed of hygiene expectations and to inform that children are to wash their hands for 20 seconds before and after school.</li> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>	M	Letter  Review Vulnerable Pupils for Additional Provision	HT 13.7.20  First Aiders
Poor management of infectious diseases	Staff Pupils Others	<ul style="list-style-type: none"> <li>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Deputy Head as soon as possible.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>Staff inform the Headteacher when they plan to return to work after having coronavirus.</li> <li>The site manager monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	M		
Lack of communication	Pupils Staff	<ul style="list-style-type: none"> <li>The school staff reports immediately to the Headteacher or Deputy Head about any cases</li> </ul>	M		

	Parents Others	<p>of suspected coronavirus, even if they are unsure.</p> <ul style="list-style-type: none"> <li>• The Headteacher or Deputy Head contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.</li> <li>• Schools put into place any actions or precautions advised by their local HPT.</li> <li>• Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>			
Cleaning while school open	Staff	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include                             <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• <b>These should be carried out as a minimum of twice a day</b></li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths or wipes. If disposable cloths are not available use once and then put in wash.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away in a bin.</li> <li>• All teaching staff should be aware that only one staff member is allowed in the photocopier room at any given time. The photocopier panel will be wiped down with antibacterial wipes, by the member of staff using it, after each use.</li> </ul>	M		
Estates	Staff Pupils	<ul style="list-style-type: none"> <li>• Site Manager to ensure school is safe and ready for opening in Autumn term</li> <li>• All statutory testing and in-house testing carried out.</li> <li>• Ensure there are plenty of wash areas for staff and pupils to wash hands</li> <li>• Ensure Legionella risks have been managed and all appropriate testing carried out.</li> </ul>	M		Site Manager
Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> <li>• Statutory inspections to continue but with social distancing in place at all times.</li> <li>• In-house inspections should continue to ensure the school remains as safe as possible.</li> <li>• Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments.</li> </ul>	M		
Visitors or Contractors in school	Staff Pupils	<ul style="list-style-type: none"> <li>• Where contractors/visitors are coming into school they must have up to date Risk Assessments or read the school Visitor Risk Assessment.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• School to ensure no pupils or staff are in the area where contractors are working.</li> <li>• Contractors/visitors will be designated a toilet they can use whilst on site.</li> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>• Contractors/visitors must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>• If a contractor/visitor becomes aware of coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> </ul>	M		Admin  Site Manager

Emergencies	Staff Pupils	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	M	Update Contacts	SBM Update Contact Details
Mental Health and well being	Staff	<ul style="list-style-type: none"> <li>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</li> <li>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</li> <li>Keep workers updated on what is happening so they feel involved and reassured</li> <li>Discuss the issue of fatigue with employees and make sure they take regular breaks and set working hours to ensure they aren't working long hours</li> </ul>	M		Leadership Team
Staff taking leave	Staff	<ul style="list-style-type: none"> <li>School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term.</li> <li>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</li> <li>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</li> </ul>	M		
Volunteers in school	Pupils	<ul style="list-style-type: none"> <li>Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</li> <li>Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</li> </ul>	M		
Safeguarding	Pupils	<ul style="list-style-type: none"> <li>Always follow the statutory safeguarding guidance</li> <li>Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals</li> <li>Communication with other agencies and school nurse for pupils not seen in school prior to return.</li> </ul>	M		
Contingency Plans for Outbreaks	Pupils Staff	<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>Schools will also need a contingency plan for this eventuality.</li> <li>This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</li> </ul>	M		

