

# FULL SCHOOL RETURN - COVID-19 – Revised for 4<sup>th</sup> May 2021

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving and exiting school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Only <b>one parent</b> is expected to escort their child to and from school to limit the risks of unsupervised journeys to and from school.</li> <li>• Inform parents of the entrance and exit points in advance - <b>access through the main vehicle or access gate</b>. There should only be <b>one parent</b> to collect a child/children waiting outside of school.</li> <li>• The parent waiting with the child, outside the school gates, will be expected to follow the 2 metre rule. Signs have been put in place to remind them.</li> <li>• The staff member who is outside releasing the children should be enforcing the rules and should maintain social distancing.</li> <li>• Drop offs and collections will be at staggered intervals (year group bubbles).</li> <li>• <b>No parents</b> will be allowed on site without making an appointment (first instance telephone conversation). See RA Visitor questionnaire, uploaded onto our COVID-19 tab on our website.</li> <li>• <b>Exit only arrangements:</b> <u><a href="#">Years 4 and 5 ONLY</a></u> Adults will queue outside 5F, 5W, 4K and 4S classroom doors. This means we can keep children (and staff) much drier and warmer than before and make sure that bubbles have more distance too.</li> </ul>	MED	<p>Communicate expectations with all staff and parents before 8<sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8<sup>th</sup> March. With children on 8<sup>th</sup> March 2021.</p> <p>Reminder shared with all parents via our updated – General arrangements for March 2021. Posted onto our website – Parents tab –letters section.</p>	

		<p><b><u>We shall remind parents:</u></b></p> <ul style="list-style-type: none"> <li>-To queue in a safe and socially distanced manner</li> <li>-To remain behind the red and white post outside the classroom door AT ALL TIMES</li> <li>-To keep your distance from other parents on the playground</li> <li>-To leave the school site as quickly as possible</li> <li>-To understand that you will not be able to enter the playground until the time your child is due to leave school - a member of staff will tell you when you can move past the Playground Gate</li> </ul> <p style="text-align: center;"><b><u>Years 3 and 6 ONLY</u></b></p> <p>Teachers will escort the class outside, using external classroom doors and the far right side gates.</p> <p><b><u>We shall remind parents:</u></b></p> <ul style="list-style-type: none"> <li>-To queue in a safe and socially distanced manner</li> <li>-To remain behind the red and white posts lined up away from the far right side gate</li> <li>-To keep your distance from other parents on the pathway, whilst you wait</li> <li>-To leave the school site as quickly as possible</li> </ul> <ul style="list-style-type: none"> <li>• <b>PPE – All parents must wear a face covering when entering school premises.</b> This means that <b>you will need to wear a face covering when collecting your child at the end of the day.</b></li> <li>• <b>Children should not wear a face covering when in school.</b></li> <li>• <b>Staff will be required to wear a face covering in communal areas of the school</b> where 2m social distancing is difficult, <b>as well as at the end of the day when parents are collecting children.</b> Staff can also wear a mask and visor in the classroom, should they wish.</li> </ul>			
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			<ul style="list-style-type: none"> <li>All staff, please continue to maintain the social distancing rule of 2m when moving around the site.</li> </ul>													
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> <li>Pupils are encouraged to attend school in school uniform as these are easily cleaned (washing machine). They do not require cleaning any more than usual.</li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>CLASS</th> <th>DAY</th> </tr> </thead> <tbody> <tr> <td>Year 3</td> <td>Monday</td> </tr> <tr> <td>Year 4</td> <td>Thursday</td> </tr> <tr> <td>Year 5</td> <td>Tuesday</td> </tr> <tr> <td>Year 6</td> <td>Friday</td> </tr> </tbody> </table> <p>On PE /Forest School (Tuesday) or Commando Joe days'(Wednesday) children must come in their PE kit for the day <b>Children DO NOT need to bring a change of clothes.</b></p>	CLASS	DAY	Year 3	Monday	Year 4	Thursday	Year 5	Tuesday	Year 6	Friday	MED	School uniform expectations have been communicated to all parents via website and letters via email. Updates posted on website as and when required.	
CLASS	DAY															
Year 3	Monday															
Year 4	Thursday															
Year 5	Tuesday															
Year 6	Friday															
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> <li>Encourage children to walk to school or use alternative transport i.e. cycle or scooter.</li> <li>Pupils will arrive at a staggered time to avoid peak travel times.</li> <li>Pupils encouraged to wash hands as soon as arrive at school.</li> </ul>	MED	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff. With children on 8 <sup>th</sup> March 2021.											
Face Masks	Pupils Staff Parents	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>Signs and posters in place to show children and staff how to remove face masks correctly.</li> <li>Removal of face masks at the school gate for pupils.</li> <li>If disposable masks these must be disposed of in an enclosed bin, <b>this will be positioned by the</b></li> </ul>	HIGH	Posters and enclosed bin (bear shaped) have been positioned by the main vehicle access gate. Remind children on 8 <sup>th</sup> March 2021.											

			<p><b>main vehicle access gate</b> if outside. If the wearer has symptoms of COVID-19, disposal of used PPE and face coverings should be in line with <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a>.</p> <ul style="list-style-type: none"> <li>• Used PPE and disposable face coverings should not be put in a recycling bin or dropped as litter.</li> <li>• The safe wearing of face coverings requires cleaning of hands before and after touching - including to remove or put them on – and the safe storage of reusable face coverings in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear in the event that their face covering becomes damp during the day. See further guidance on <a href="#">face coverings in education settings</a>.</li> <li>• If wearing a re-useable mask, these should be placed inside a disposable bag and taken home to re-wash before reusing.</li> <li>• To dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of COVID-19, including people who are self-isolating and members of their household: 1. Put it in a plastic rubbish bag and tie it when full. 2. Place the plastic bag in a second bin bag and tie it. 3. Put it in a suitable and secure place marked for storage for 72 hours. This waste should be stored safely and securely kept away from children. You should not put your waste in</li> </ul>			
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			<p>communal waste areas until the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"><li>• Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</li><li>• Educational settings that generate clinical waste should continue to follow their usual waste policies. Read <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a>.</li><li>• <b>PPE – All parents must wear a face covering when entering school premises.</b> This means that <b>you will need to wear a face covering when collecting your child at the end of the day.</b></li><li>• <b>Children should not wear a face covering when in school.</b> Pupils must ensure they remove masks correctly by removing without touching the front of the mask (remove by loops on ears).</li><li>• Staff will be required to wear a face covering in communal areas of the school where 2m social distancing is difficult, as well as at the end of the day when parents are collecting children. Staff can also wear a mask and visor in the classroom, should they wish. Staff to ensure they remove masks correctly by removing without touching the front of the mask (remove by loops on ears).</li><li>• <b>All staff, please continue to maintain the social distancing rule of 2m when moving around the site</b></li></ul>			
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All year groups returning to school	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> <li>Staggered start and finish times for all classes, will be in place to reduce the amount of pupil numbers.</li> <li>Our main vehicle access gate will be used for entry in the mornings and Year 4 and 5 classes at the end of the day.</li> <li>The pedestrian gate used for the exit of parents and children ONLY in years 3 and 6.</li> </ul>	MED	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff receiving children to maintain social distancing at all times</li> <li>All school staff must wear masks/and or visor in public places. Staff can also wear a mask and visor in the classroom, should they wish.</li> <li>Children will be required to wait on marked spots outside the classrooms.</li> <li>They will enter the classroom one by one.</li> <li>Staff will direct children one at a time to wash their hands in the sink within the classroom before they proceed to their seat in the classroom (another member of staff inside the classroom to supervise the pupils). Two members of staff per classroom, wherever possible.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<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 a coat and bag permitted. No mobile phones permitted.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021.	

					Updates communicated as and when necessary.	
Classroom set up and all rooms in school	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• The classroom must be set up where possible to support interventions and best suit the teachers teaching style</li> <li>• The teacher's desk must be kept 2 metres away from the children's tables/desks.</li> <li>• Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a double bagged bin after one use.</li> <li>• The bin must be double bagged and emptied on a regular basis by the onsite cleaner and or site manager.</li> <li>• All soft furnishings and unnecessary items removed from the classroom.</li> <li>• Clear desks and shelves at the end of each day to ensure deep cleaning can take place in each classroom.</li> <li>• Our mechanical ventilation system will be adjusted to increase the ventilation rate and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>• Windows will be opened for natural ventilation. In cooler weather, windows will 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 also assist with creating a throughput of air. If necessary, external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li> <li>• Balancing the need for increased ventilation whilst maintaining a comfortable temperature is important.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3 <sup>rd</sup> May. With children before 3 <sup>rd</sup> May 2021. Updates communicated as and when necessary.	

			<p>You may consider: increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused. Allowing additional, suitable indoor clothing or rearranging furniture where possible to avoid direct draughts. Further advice can be found in <a href="#">Health and Safety Executive (HSE) guidance on air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) guidance</a>.</p>			
Class / Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Children <b>will not</b> be able to mix with another bubble group. A bubble will be defined as a 'year group bubble.'</li> </ul>	MED	<p>Communicate expectations with all staff and parents before 3<sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3<sup>rd</sup> May. With children before 3<sup>rd</sup> May 2021. Updates communicated as and when necessary.</p>	
Classroom Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep at a 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 plus rule. Staff may cross year group bubbles <b>but</b> they must wash their hands thoroughly before entering into another bubble group.</li> <li>Pupils to 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>If a child is struggling to adhere to the new safety procedures and present a risk to our staff and other pupils. We reserve the right to contact parents to</li> </ul>	HIGH	<p>Communicate expectations with all staff and parents before 3<sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3<sup>rd</sup> May. With children before 3<sup>rd</sup> May 2021. Updates communicated as and when necessary.</p>	

			<p>discuss further options for the child to continue to access learning. Please refer to our <b>COVID Home School agreement</b> which is available on our website.</p> <ul style="list-style-type: none"> <li>• Children will use allocated chairs and desks daily they will be provided with a pencil and basic equipment that will be with them only.</li> <li>• Removal of an unnecessary furniture/soft furnishings.</li> <li>• Interventions – small groups of children from a ‘year group bubble’ can work together with a teaching assistant or teacher from that year group bubble.</li> </ul>			
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<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 <b>not share</b></li> <li>• All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<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.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	

Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Unnecessary taking home of equipment / resources discouraged</li> <li>Cleaning as above if items are taken home.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.
Assemblies Collective Worship	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Keep assemblies separate to individual year group bubbles. Cleaning in place between bubbles.</li> <li>Virtual or pre-recorded assemblies will be in place through Teams.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>No trips or swimming (this will be reviewed every half term).</li> <li>Make use of outdoor spaces in school.</li> </ul>	MED	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Pupils who have complex needs or who need close contact care, will continue as normal.</li> <li>A risk assessment will be completed to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all

			<p>category. Where necessary and in consultation with parents, reasonable adjustments will be made to timetables to ensure successful re-integration.</p> <ul style="list-style-type: none"> <li>Interventions – small groups of children from a ‘year group bubble’ can work together with a teaching assistant or teacher from that year group bubble.</li> </ul>		<p>staff before 3<sup>rd</sup> May. With children before 3<sup>rd</sup> May 2021. Updates communicated as and when necessary.</p>	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> <li>It is compulsory 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.</li> <li>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;</li> <li>Schools’ responsibilities to record attendance and follow up absence</li> <li>The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct</li> </ul>	HIGH	<p>Communicate expectations with all staff and parents before 8<sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8<sup>th</sup> March. With children on 8<sup>th</sup> March 2021. Updates communicated as and when necessary.</p>	
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> <li>Inform supply staff of the arrangements in place</li> <li>Where possible minimise their movement around school and keep them in the same year group bubbles i.e. Commando Joe (Year 5) and Hannah (Year 3 Forest school) .</li> </ul>	HIGH	<p>Communicate expectations with external staff before 8<sup>th</sup> March 2021.</p>	
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>After school clubs will look to begin in Summer term 2.</li> </ul>	LOW	<p>Communicate expectations with all staff and parents before 3<sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3<sup>rd</sup> May. With children on 4<sup>th</sup> May 2021. Updates communicated as and when necessary.</p>	

Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> <li>• Look at reducing risk of using particular instruments and allowing large groups</li> <li>• Lessons can take place outside</li> <li>• No more than 15 pupils back to back or side to side</li> <li>• No sharing of woodwind instruments</li> <li>• Good Ventilation required</li> <li>• Singing can begin in large, ventilated spaces.</li> <li>• Wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3rd May. Letter posted on website and sharing of risk assessment with all staff before 3rd May. With children on 4th May 2021. Updates communicated as and when necessary.	
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Normal PE lessons (outdoors) to resume as competitive sports can resume.</li> <li>• Equipment used must be scrupulously cleaned after each use or left for 72 hours in quarantine between use by a different bubble.</li> <li>• Encourage activities such as active mile.</li> <li>• If the weather prevents us from being able to be outside (heavy rain), the hall will be used. Children will sanitise hands before and after the lesson. The named 'year group' for that day will use the hall and equipment used will be sanitised between each class (if used). The hall will then be deep cleaned to enable the next 'year group' to use the hall safely (if weather again prevents the class going outside) the following day.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3 <sup>rd</sup> May. With children on 4 <sup>th</sup> May 2021. Updates communicated as and when necessary.	
Children requiring using the toilet in lesson times	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Toilet areas cleaned on a regular and frequent basis</li> <li>• Only one child per bubble will be permitted to use the toilet at any one time. Supervised, if possible by a member of staff.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021.	

			<ul style="list-style-type: none"> <li>Children's toilets will be class/year group labelled.</li> <li>No hand driers, only paper dispensers in use.</li> </ul>		Updates communicated as and when necessary.	
Break times	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children informed again of the importance of social distancing whilst outside.</li> <li>Staggered break times for year group bubbles. For example, year 5 will all have break at the same time and will now be able to mix on the top playground.</li> <li>Look at providing activities which can abide by the social distancing rules.</li> <li>Supervising staff must keep a 2-metre distance from each other at all times where possible</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3 <sup>rd</sup> May. With children before 3 <sup>rd</sup> May 2021. Updates communicated as and when necessary.	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>To minimise the use of the staff room, the hall and practical room will be available and a rota system in place to ensure social distancing adhered to.</li> <li>Staff must sit at least 2 metres apart from each other</li> <li>Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.</li> <li>Staff can bring their own refreshment from home this must be no more than one flask and a sandwich box.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Disinfectant or disinfectant spray and cloths will be placed in the classroom, stored away from children (in the locked classroom cupboards). They will be refreshed each day by the cleaners and or site manager. If you clean anything in the classroom with disinfectant or disinfectant spray, please remember to wear gloves and wash your hands again after cleaning. Dispose of gloves and cloths in the double bagged bin. Bins will be clearly labelled in each classroom.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3 <sup>rd</sup> May. With children on 4 <sup>th</sup> May 2021. Updates communicated as and when necessary.	

			<ul style="list-style-type: none"> <li>• Ensure children have clean hands before they leave the classroom for break time and when they return from break - they will need to sanitize or wash their hands again. The children must return to the same seat after each break time.</li> <li>• There will be staggered break times for each year group bubble.</li> <li>• Kitchen staff will be providing toast for those children who require it. The toast will be brought to the classroom by kitchen staff.</li> <li>• Staff will direct children one at a time to wash their hands in the sink within the classroom before they collect their toast (one at a time) and return to their allocated seat or go outside.</li> <li>• They will then repeat the hand washing process above before leaving the classroom for staggered break time outside.</li> <li>• Any waste from break time will be disposed of in the classroom. One child at a time will place rubbish into the double bagged waste bin. This will be removed by the onsite cleaner or site manager.</li> </ul>			
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• There will be staggered lunch breaks for each year group bubble.</li> <li>• Lunches will be consumed within the classroom.</li> <li>• Kitchen staff will be providing hot meals in disposable boxes for those children who have ordered a lunch. Metal cutlery will be used at lunchtime, cleaning protocols in place and use of the school dishwasher.</li> <li>• These boxed lunches will be bought to the classrooms. Children do not move from their allocated classroom to eat.</li> <li>• Staff (TA lunchtimes will be either 30 minutes before or after they are due to collect classes to go</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3 <sup>rd</sup> May. With children on 4 <sup>th</sup> May 2021. Updates communicated as and when necessary.	

			<p>outside- decide in year groups who will go before and who will go after) will direct children one at a time to wash their hands in the sink within the classroom before they collect their packed lunch (one at a time) and return to their allocated seat to eat.</p> <ul style="list-style-type: none"> <li>Any waste from the packed lunch (from the kitchen) will be disposed of in the classroom. One child at a time will place rubbish into the double bagged waste bin. This will be removed by the lunchtime supervisors at the end of each lunch break.</li> <li>Lunchtime staff and kitchen staff to maintain social distancing where possible from children.</li> </ul>			
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<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> <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>Always wash hands after contact</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately and parents will be contacted.</li> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids</li> </ul> <p><b>ADULTS</b></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> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	

			<ul style="list-style-type: none"> <li>Always wash hands after contact</li> </ul> <b>CHILDREN</b> <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>			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>First Aiders must always wear gloves when administering first aid procedures.</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>Any dressings used to be double bagged.</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> <li>Ensure records are kept up to date of all medication administered and who administered.</li> <li>Always wash hands after contact.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>When staff are carrying out any intimate care they must: (as per their usual requirements)</li> <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> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	

			<ul style="list-style-type: none"> <li>Record all intimate care carried out.</li> </ul>			
Children who are upset	Staff	Spread of Infection due to close contact	<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 or nose etc. The tissue must then be disposed of straight away into a double-bagged bin.</li> <li>If contact is required, consider short contact only.</li> <li>Wash hands after contact</li> <li>Wear a mask if less than 2m apart.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<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>Access to pastoral support, where possible.</li> <li>Try and maintain social distancing.</li> <li>If a child is still struggling to adhere to the new safety procedures and present a risk to our staff and other pupils. We reserve the right to contact parents to discuss further options for the child to continue to access learning. Please refer to our <b>COVID Home school agreement</b>, currently displayed on our website.</li> <li>If positive handling techniques are required, wearing a face covering may be advisable.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Pupils who are shielding	Pupils	Risk of infection	<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> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021.	

			<ul style="list-style-type: none"> <li>• Shielding advice for all children (taken from <b>‘Schools coronavirus operational guidance – February 2021’</b>pg 33) - We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from COVID-19 and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as CEV is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. <b>Parents will need to show school a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school.</b> 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, we expect schools to be able to</li> </ul>		<p>Updates communicated as and when necessary.</p>	
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			<p>immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <ul style="list-style-type: none"> <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>			
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>From 8<sup>th</sup> March (taken from '<b>Schools coronavirus operational guidance – February 2021</b>'pg 36) – CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from NHS or their GP telling them this (no new letter is required). CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace and should ensure they maintain good prevention practice in the workplace and home settings.</li> </ul>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Updates communicated as and when necessary.	
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>Pregnant women are in the '<b>clinically vulnerable</b>' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</li> <li>Expectant mothers risk assessments will be carried out and risk control measures put in place.</li> </ul>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Updates communicated as and when necessary.	
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<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. If people with significant risk factors are concerned please contact the school immediately.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Updates communicated as and when necessary.	

Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> <li>Schools should 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>Telephone calls will be arranged with identified anxious parents to provide reassurance.</li> <li>School will identify ONE specific adult for parents to direct their questions/queries to.</li> <li>Compulsory school age children should attend school unless a statutory reason applies.</li> </ul>	HIGH	Communicate expectations with all parents and staff before 17 <sup>th</sup> July.	
Use of Outdoor Play Equipment	Pupils	Risk of Infection	<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.</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> </ul> <p><b>Sanitise frequently touch point areas:</b></p> <ul style="list-style-type: none"> <li>playground equipment for children, usually up to age 11, such as slides monkey bars and 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> <li>refuse areas/bins</li> </ul> <p><b>Equipment to be sanitised between each year group bubble use where possible.</b></p> <p><b>Pupils to clean / sanitise hands prior to use and after use.</b></p> <ul style="list-style-type: none"> <li>Remind pupils not to put hands near mouth or nose.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 3 <sup>rd</sup> May. Letter posted on website and sharing of risk assessment with all staff before 3 <sup>rd</sup> May. With children on 4 <sup>th</sup> May 2021. Updates communicated as and when necessary.	

			<p><b>No food or drink to be consumed when using any outdoor equipment.</b></p> <p><b>Signs informing Parents</b></p> <ul style="list-style-type: none"> <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 (when parents are allowed on site).</li> </ul> <p><b>Pupils with Additional Needs</b></p> <ul style="list-style-type: none"> <li>• 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> </ul> <p><b>Keeping Staff Safe</b></p> <ul style="list-style-type: none"> <li>• Ensure staff only supervise their pupil bubbles</li> <li>• Staff to have a supply of sanitising equipment and if required PPE</li> </ul>			
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Only <b>one parent</b> is expected to escort their child to and from school to limit the risks of unsupervised journeys to and from school.</li> <li>• Inform parents of the entrance and exit points in advance - <b>access through the main vehicle or access gate</b>. There should only be <b>one parent</b> to collect a child/children waiting outside of school.</li> <li>• The parent waiting with the child, outside the school gates, will be expected to follow the 2 metre rule. Signs have been put in place to remind them.</li> <li>• Drop offs and collections will be at staggered intervals (year group bubbles).</li> <li>• <b>No parents</b> will be allowed on site without making an appointment (first instance telephone conversation). See RA Visitor questionnaire, uploaded onto our COVID-19 tab on our website.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	

			<ul style="list-style-type: none"> <li>• <b>Exit only arrangements:</b>  <u>Years 4 and 5 ONLY</u>  Adults will now queue outside 5F, 5W, 4K and 4S classroom doors. This means we can keep children (and staff) much drier and warmer than before and make sure that bubbles have more distance too.</li> </ul> <p><b><u>We shall remind parents:</u></b></p> <ul style="list-style-type: none"> <li>-To queue in a safe and socially distanced manner</li> <li>-To remain behind the red and white post outside the classroom door AT ALL TIMES</li> <li>-To keep your distance from other parents on the playground</li> <li>-To leave the school site as quickly as possible</li> <li>-To understand that you will not be able to enter the playground until the time your child is due to leave school - a member of staff will tell you when you can move past the Playground Gate</li> </ul> <p><u>Years 3 and 6 ONLY</u></p> <p>Teachers will escort the class outside, using external classroom doors and the far right side gates.</p> <p><b><u>We shall remind parents:</u></b></p> <ul style="list-style-type: none"> <li>-To queue in a safe and socially distanced manner</li> <li>-To remain behind the red and white posts lined up away from the far right side gate</li> <li>-To keep your distance from other parents on the pathway, whilst you wait</li> <li>-To leave the school site as quickly as possible</li> </ul> <ul style="list-style-type: none"> <li>• <b>PPE - Parents must wear a face covering when entering school premises.</b> This means that you will need to wear a face covering when collecting your child at the end of the day.</li> <li>• <b>Children should not wear a face covering when in school.</b></li> </ul>			
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			<ul style="list-style-type: none"> <li>• <b>Staff will be required to wear a face covering in communal areas of the school</b> where 2m social distancing is difficult, <b>as well as at the end of the day when parents are collecting children.</b> Staff can also wear a mask and visor in the classroom, should they wish.</li> <li>• <b>All staff, please continue to maintain the social distancing rule of 2m when moving around the site.</b></li> </ul>			
Children leaving at the end of the school day. Walking home alone or not being collected by Parent	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils to be informed of the requirement to maintain social distancing when leaving school.</li> <li>• SLT member of staff on duty to ensure pupils leave in a safe manner.</li> <li>• Staggered times in place.</li> <li>• Parents informed that an adult must escort children to and from school each day to ensure supervised trips to and from school. If there is a change to the usual arrangement, parents are responsible for informing school of a change of adult.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone/email or if this is not possible a meeting will be arranged, and social distancing rules and face coverings will be observed. Completion of Reaside Visitor questionnaire on arrival to school.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff 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</li> </ul>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March.	

			<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> <ul style="list-style-type: none"> <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 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 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> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<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> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	

			<ul style="list-style-type: none"> <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 water bottles or food.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The site manager will arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
Track and Trace	Staff Pupils Others	Coronaviruses Symptoms	<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 will 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>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Testing Negative	Staff Pupils Others	COVID 19	<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</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March.	

			people until they are better. Other members of their household can stop self-isolating.		Updates communicated as and when necessary.	
Testing positive	Staff Pupils Others	COVID 19	<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. The isolation period includes the day the symptoms started and the next 10 full days. They can 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. 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 10 days.</li> </ul>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff before 8 <sup>th</sup> March. With children on 8 <sup>th</sup> March 2021. Updates communicated as and when necessary.	
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<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 follow the latest guidance. DfE 0800 046 8687 (Monday to Friday – 8am to 6pm and Saturday and Sunday from 10am – 4pm) ring to discuss any issues, then inform BCC Public Health or PHE as follows:</li> </ul> <p>If you have one positive case of COVID-19 in your setting, email a completed checklist to the BCC Public Health Team at <a href="mailto:contacttracing@brimingham.gov.uk">contacttracing@brimingham.gov.uk</a> DO not contact PHE.</p> <p>If you have 2 or more positive cases of COVID-19 in your setting, please contact Public Health England on <a href="mailto:WM.2019CoV@phe.gov.uk">WM.2019CoV@phe.gov.uk</a> or 0344 225 3560 and press 0 then option 2.</p>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March.	

			<ul style="list-style-type: none"> <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 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 10 days since they were last in close contact with that person when they were infectious. Close contact means: <p><b>Direct close contacts</b> - 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)</p> <p><b>Proximity contacts</b> - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person</p> </li> <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</li> </ul>			
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			<p>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.</p> <ul style="list-style-type: none"> <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 10-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 10-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 10 days. The isolation period includes the day the symptoms started (or the day they received a positive result, if no symptoms) and the next 10 full days. Their household should self-isolate for 10 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> </ul>			
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			<ul style="list-style-type: none"> <li>Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>			
Contain an outbreak	School Head Teacher	Not following advice	<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 additional action is required.</li> <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>	HIGH	Communicate advice with all staff before 8 <sup>th</sup> March 2021. Sharing of risk assessment with all staff.	
Ill health	Staff Pupils Others	Coronaviruses Symptoms	<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.</li> <li>The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> </ul>	HIGH	Communicate advice with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff. With children on 8 <sup>th</sup> March 2021.	

			<ul style="list-style-type: none"> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</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 an area where they can be at least two metres away from others – a room with ventilation – Intervention Room.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, 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> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <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> </ul>	HIGH	Communicate advice with all staff and parents before 8 <sup>th</sup> March. Letter posted on	

			<ul style="list-style-type: none"> <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 (not available autumn term).</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>		<p>website and sharing of risk assessment with all staff. With children on 8<sup>th</sup> March 2021.</p>	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• From w/c 25<sup>th</sup> January 2021, all staff working on site are offered lateral flow devices. We test twice a week on a Wednesday and a Sunday. The device detects the presence or absence of COVID-19 by applying a test sample to the device's absorbent pad. The sample runs along the surface of the pad showing a visual positive or negative result. Results are ready in 30 minutes. Tests come in packs of 7. If a member of staff tests positive, they will book a confirmatory PCR test. If they test negative, no further action is required until the next test, but they must remain vigilant to COVID-19 symptoms. If the test is void (invalid) they take another test as soon</li> </ul>	HIGH	<p>Communicate advice with all staff and parents before 8<sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff. With children on 8<sup>th</sup> March 2021.</p> <p>Staff LFT start w/c 25<sup>th</sup> January 2021. Reminded on 22<sup>nd</sup> February</p>	

			<p>as possible. All staff have read and understood the step-by step guide that comes with the test kit. All staff that use the test, report their result either online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by calling 119. They also report their results to the school.</p> <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 SLT 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>• Our Site Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> <li>• The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The headteacher contacts the DfE: 0800 046 8687 (Monday to Friday from 8am – 6pm and Saturday and Sunday from 10am to 4pm) to discuss if any further action needs to be taken.</li> <li>• Schools put into place any actions or precautions advised by the Local HPT if 2 or more positive</li> </ul>	HIGH	Communicate advice with all staff and parents before 8 <sup>th</sup> March. Letter posted on website and sharing of risk assessment with all staff. With children on 8 <sup>th</sup> March 2021.	

			<p>cases of COVID-19 in our setting. Contact PHE on <a href="mailto:WM.2019CoV@phe.gov.uk">WM.2019CoV@phe.gov.uk</a> or 0344 225 3560 and press 0 then option 2.</p> <ul style="list-style-type: none"> <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	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, using products, such as detergents. Cleaning will be enhanced, including: <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ Handrails</li> <li>➢ All table tops and chairs used by staff and pupils</li> <li>➢ Play equipment, toys</li> <li>➢ Electronic devices (such as phones)</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths. 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 to be double bagged and then placed in a secure area.</li> </ul> <p>All educational settings should follow the <a href="#">PHE guidance on cleaning for non-healthcare settings</a>. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• Site staff 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> </ul>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	

			<ul style="list-style-type: none"> <li>• Site staff to ensure appropriate stock levels for appropriate cleaning products, soap, sanitiser and tissues.</li> <li>• Ensure Legionella risks have been managed and all appropriate testing carried out.</li> </ul>			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<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>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>• All visitors must complete a 'RA Visitor questionnaire' which will be stored on site at school. If they answer "yes" to any questions, they may be refused entry. These may be called upon to notify visitors they may need to self-isolate.</li> <li>• Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</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 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>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> </ul>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff. Staff talk with pupils on 8 <sup>th</sup> March.	

			<ul style="list-style-type: none"> <li>• If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately.</li> <li>• Contractors must wear face coverings.</li> </ul>			
Emergencies	Staff Pupils	Infection Control	<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>	HIGH	Communicate expectations with all staff and parents before 8 <sup>th</sup> March. Sharing of risk assessment with all staff. Letter on the website and emailed out.	
Mental Health and well being	Staff	Anxiousness	<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.</li> </ul>	HIGH	Communicate advice with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	
Staff taking leave	Staff	Short staffed Isolating	<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</li> </ul>	HIGH	Communicate advice with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	

			<p>reinstatement of lockdown measures in the place they are visiting. Staff must ensure they are available to be at work as term starts in September.</p> <ul style="list-style-type: none"> <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>			
Volunteers in school	Pupils	No DBS checks	<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>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	
Safeguarding	Pupils	Incidents	<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>	HIGH	Communicate expectations with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<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>	HIGH	Communicate advice with all staff before 8 <sup>th</sup> March. Sharing of risk assessment with all staff.	