

## Covid-19 (Coronavirus) Full Re-Opening to Pupils Risk Assessment

The Bliss Charity School		Date Assessed: 29/06/21					
Task/Activity: Dealing with Coronavirus							
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Exposure to Covid-19	Staff Visitors Contractors Children Parents	<p>Vulnerable staff and children:</p> <ul style="list-style-type: none"> <li>Staff who are classed as clinically vulnerable (this includes pregnant women) can continue to work in school if they continue to observe social distancing measures and enhanced hygiene measures i.e. frequent hand washing and cleaning of frequently touched areas in their workspace.</li> <li>Staff who are clinically extremely vulnerable are advised to work from home and not to go into work (from November 2020). Discussions to happen between staff falling into these categories and school leaders to ensure social distancing can be achieved within their role or to ensure that they can be supported working from home.</li> <li>A risk-assessment, provided by HR, is to be carried out for all staff who are classed as clinically vulnerable (including pregnant women) or extremely clinically vulnerable before they return to work.</li> <li>Staff who are pregnant are asked to inform a member of SLT as soon as possible so that a personal risk assessment can be carried out at the earliest opportunity. This will be reviewed regularly throughout the pregnancy and in the event of any changing guidance. The school is aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of</li> </ul>	5	2		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. This risk assessment has been adapted to be in line with the following key documents:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</a></p>

			<p>severe illness if they catch coronavirus (COVID-19). LA will ensure that the school follows government advice for pregnant employees:</p> <p><a href="https://www.gov.uk/government/publication/s/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publication/s/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <ul style="list-style-type: none"> <li>• People (staff and children) who live with those who are clinically extremely vulnerable or clinically vulnerable can still attend the workplace/school. Discussion about measures being put in place to be offered to reassure any anxious staff/parents.</li> </ul> <p>To minimise the risk of transmission, strict hygiene rules are to be maintained. All employees, contractors (Dolce) and volunteers to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry.</li> <li>• Use sanitiser when leaving a room.</li> <li>• Wash hands after break times and before entering a 'new' teaching space</li> <li>• Wash hands before touching laptops/ iPads</li> <li>• Wash hands if face is touched</li> <li>• Wear a mask when in communal areas/ shared spaces e.g. staff rooms, corridors etc.</li> <li>• Not enter the building if they have any symptoms, isolate and seek a test.</li> </ul> <p>Basic infection controls should be followed as recommended by the government. These will be displayed prominently in all areas of the school including notice boards and gates, added to the timetable and messages repeated constantly:</p> <ul style="list-style-type: none"> <li>• 'Catch it. Bin it. Kill it.' message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not</li> </ul>				<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated in line with latest government guidance.</p> <p>These key documents have all been followed when developing this document:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-</a></p>
--	--	--	--	--	--	--	---

			<p>your hands) when you cough or sneeze. Children to be instructed to put used tissues in the bin straight away. Lidded bins to be used in classrooms, break-out spaces, toilets and offices.</p> <ul style="list-style-type: none"> <li>• Children will be told to wash their hands with soap and water every time they enter the building for a minimum of 20 seconds – This is timetabled in at key points in the day (see classroom checklists) i.e. in the morning, after breaks and before eating.</li> <li>• Hand sanitiser/ hand washing to be available in each classroom, and close to entrances and exits of buildings, near lunchrooms and toilets. There will be hand-sanitiser stations set up on the front and back playgrounds for children to use before they enter the school building. Children will sanitise before entering the building in the morning and then every time they leave a room i.e. when changing teaching spaces and before breaktimes. This will be supervised given the risks around ingestion.</li> <li>• The message to not touch your eyes, nose or mouth will be given and children asked to wash their hands if seen doing so.</li> <li>• All hand contact surfaces to be cleaned with anti-bacterial spray before the start of the day, at break time(s), lunch time (before and after eating) and the end of the day. This should also be carried out at other times as and when it is felt necessary (see classroom and cleaning checklists).</li> <li>• Extra cleaning to be put in place over lunchtimes so that toilets and high contact surfaces are cleaned thoroughly at least twice every day and bins are emptied at regular intervals (this is the responsibility of cleaners not staff unless absolutely</li> </ul>				<p><a href="https://www.publichealth.scni.net/sites/default/files/2020-03/V4%20Coronavirus%20advice%20for%20schools%20poster%2020302%20EDU15.0.4%20%282%29.pdf">education-and-childcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.publichealth.scni.net/sites/default/files/2020-03/V4%20Coronavirus%20advice%20for%20schools%20poster%2020302%20EDU15.0.4%20%282%29.pdf</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#planning-what-to-teach-and-how">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#planning-what-to-teach-and-how</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-</a></p>
--	--	--	--	--	--	--	--

			<p>necessary – PPE should then be worn as per cleaners’ checklist).</p> <ul style="list-style-type: none"> <li>• Daily cleaning check list and lunch-time checklist to be completed by cleaners on a daily basis and submitted to the office in-tray.</li> <li>• Classroom checklist to be completed by teachers in every classroom on a daily basis and submitted to the office in-tray at the end of each week.</li> <li>• Windows and doors in teaching spaces and offices to be opened for ventilation where possible.</li> <li>• Community events/meetings will be cancelled until further notice.</li> <li>• Governors meetings will be held remotely until further notice.</li> <li>• Up-to-date emergency contact details will be held for all staff and children.</li> <li>• Daily record of cleaning supplies used to be made by cleaners (on daily cleaning checklist); weekly audit of cleaning and handwashing supplies to be made by Lynn Adey. Lynn Adey to ensure that cleaning supplies are in adequate supply and re-ordering as necessary so that there is always surplus.</li> <li>• There will be no use of the drinking fountain or hand driers– a ‘Do not use’ sign will be taped over them and all children asked to bring a refillable bottle on a daily basis.</li> </ul> <p>Music lessons (involving singing and/or playing of shared instruments)</p> <ul style="list-style-type: none"> <li>• Should take place outdoors wherever possible. If indoors, consideration has to be given to limiting the numbers in relation to the space available, the ability to socially distance and ventilation of the room.</li> </ul>			<p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></p> <p>Guidance on educational visits: <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p> <p>Guidance on PE lessons: <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p> <p>Guidance on carrying out practical activities in a partially re-opened school</p>
--	--	--	---	--	--	---

			<ul style="list-style-type: none"> <li>In the smaller groups where these activities can take place, teachers must observe strict social distancing between each singer and player, and between singers and players. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.</li> <li>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</li> <li>Children should wash their hands before and after handling musical equipment.</li> <li>The sharing of equipment should be avoided wherever possible; if instruments and equipment have to be shared, they must be disinfected regularly and always between users.</li> </ul> <p>Children, teachers and teaching assistants to be assigned to a class group. In this group:</p> <ul style="list-style-type: none"> <li>Contact will be self-contained – there will be no mixing of children or staff between groups within the school day. A policy of ‘no touching’ and of social distancing where possible will be encouraged within the group; sharing of equipment should be minimised.</li> <li>Children will be sat facing forward (where possible and practicable) rather than face-to-face across tables.</li> <li>Adults will avoid close face-to-face contact with other adults and children, aiming for 2m distance where possible, and minimising time spent within 1m of anyone.</li> <li>Adults to wear face coverings when in all shared spaces e.g. the photocopying room, corridors, toilets and staff rooms. Face visors or shields should <b>not</b> be worn as an</li> </ul>			<p>(look for September update):</p> <p><a href="http://primary.cleapss.org.uk/Resource-File/P104-Managing-hands-on-activities-in-a-partially-reopened-school.pdf">http://primary.cleapss.org.uk/Resource-File/P104-Managing-hands-on-activities-in-a-partially-reopened-school.pdf</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf</a></p> <p><a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-</a></p>
--	--	--	--	--	--	--

			<p>alternative to face coverings as they are unlikely to stop aerosol transmission.</p> <ul style="list-style-type: none"> <li>• Children will be assigned one seat (where possible) for all activities and a set of personal stationery.</li> <li>• Cloakrooms will be used but children will do so in small groups to ensure there is no direct contact between pupils and social distancing can be maintained as far as possible.</li> <li>• Children from each group are to use toilets in small groups (no more than 3 at a time) to reinforce the 'no-touch' and social distancing messages.</li> <li>• Where children need to use toilets outside of their group's scheduled times, a check is to be carried out to ensure the toilets are empty of children from other groups before children enter; check to be made by either by an adult, or by the child themselves if they are deemed able to behave appropriately. Children to be given a reminder about the correct washing of hands after using the toilet.</li> <li>• Children can use the corridors and toilets without constant adult supervision but must be reminded about distancing, not using if someone from another group is in there etc. before they are allowed to do so.</li> <li>• Each class will have their own 'break-out' space which is only to be used by them as far as is possible. Within these spaces, as much as possible, children should sit forward-facing and have their own set of equipment. Usual hygiene procedures will apply to these spaces i.e. pupils wash their hands on entry and hand sanitise on exit; desks are washed with anti-bac spray before and after use; adults must ensure</li> </ul>				<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</a></p>
--	--	--	--	--	--	--	---

			<p>there are sufficient tissues available (all as per daily classroom checklist).</p> <ul style="list-style-type: none"> <li>• Where equipment is shared within the class group, it will be regularly washed down by an adult using anti-bacterial spray.</li> <li>• Resources will only be shared between groups where appropriate and necessary to do so and only after thorough cleaning with anti-bacterial spray between times or being left unused for 48 hours (72 hours for plastics). This includes all P.E and play equipment.</li> <li>• Breaks and lunchtimes will be staggered between groups to ensure there is no cross-contamination. The playground will be broken up into clear physical zones and adults will ensure the boundaries between zones are kept clear.</li> <li>• Permanent play equipment in the playground will be available at lunchtimes in each defined zone. Lunchtime supervisors are responsible for wiping it down with anti-bacterial spray after each group has used it.</li> <li>• Each group will have their own set of play equipment for breaks and lunchtimes to avoid cross-group contamination which will be wiped down with appropriate cleaning materials by an adult regularly even though it doesn't move between bubbles.</li> <li>• Doors will be propped open where possible to avoid touching of door handles.</li> <li>• Outdoor spaces will be used as much as possible.</li> <li>• Movement of staff between groups as much as possible except in the event of staff absence where it may be unavoidable.</li> <li>• There will be staggered start and finish times and break times to keep the bubble system intact. Where two groups share</li> </ul>				
--	--	--	--	--	--	--	--

			<p>start/ finish/ break times, this has been arranged so each group has different entry and exit points so crossing is avoided.</p> <ul style="list-style-type: none"> <li>• A first-aid bag will be taken outside at every break time and for all lessons taking place outside of the classroom, In the event of more severe injuries, external help (i.e. from outside the group) will have to be sought regardless of the group structures. Walkie talkies will be taken onto The Green/outdoor classroom when in use during lessons.</li> <li>• In line with government guidance and guidance from the Association for Physical Education, contact PE lessons will not take place; the principles of 'no touch' and social distancing will be maintained in all PE lessons. Equipment will be thoroughly washed down after use. All PE lessons will take place outdoors. Changes to this will only be made if the guidance from the AfPE changes. Relevant guidance and updates to be shared with all teaching staff.</li> <li>• The principles of the behaviour policy remain in place, however, staff will adapt approaches to ensure social distancing rules and hygiene controls are followed. In the event of further support being needed to deal with behaviour, an adult from the group will seek advice from the head teacher first or another member of senior team.</li> <li>• Assemblies will happen in classrooms within class groups only.</li> </ul> <p>Hot meal provision/ lunch-time use of the hall and classrooms:</p> <ul style="list-style-type: none"> <li>• Check guidance given to servers by food providers (Dolce). Brief servers on our rules of social distancing, set-up for lunchtimes, delivery of hot meals to classrooms etc.</li> </ul>				
--	--	--	---	--	--	--	--

			<ul style="list-style-type: none"> <li>• Children to eat separately with their group.</li> <li>• Tables to be wiped with anti-bac spray both before and after children eat in the classroom. Children to stay in their assigned seat to eat lunch.</li> <li>• All children asked to bring their own re-usable water bottle.</li> <li>• When the hall has been used, all contact surfaces to be wiped down thoroughly with anti-bac spray</li> <li>• Hot dinners to be collected from the hall and delivered directly to pupils by members of staff in that group.</li> <li>• Once children have finished their meals, plates and cutlery to be put into a washing-up bowl by children. An adult is to take this back to the hall where the servers will clean as per the guidelines provided issued by the food provider (Dolce). Adults can wear disposable gloves for this task. They should wash their hands afterwards.</li> </ul> <p>After-school sports clubs:</p> <ul style="list-style-type: none"> <li>• These will happen on class PE days to remove the need for changing.</li> <li>• Children will stay in their class bubbles for activities despite sharing the time with another class.</li> <li>• All activities to take place outside.</li> <li>• Rhino Sports to follow 'Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak'.</li> </ul> <p>Drop-offs and Pick-ups:</p> <ul style="list-style-type: none"> <li>• Will be staggered to allow for maximum social distancing.</li> <li>• Parents will not be allowed onto the school site. They will be asked to wait outside the</li> </ul>				
--	--	--	--	--	--	--	--

			<p>school gates (front and side) and encouraged to social distance.</p> <ul style="list-style-type: none"> <li>• Parents will be asked to wear face coverings at drop-off/ pick-up times.</li> <li>• Children attending after-school wrap-around care led by pre-school are to be held within their class groups until 3:20pm when they will be collected and taken to the back playground.</li> </ul> <p>Educational visits:</p> <ul style="list-style-type: none"> <li>• These can resume from 12<sup>th</sup> April as long as protective measures regarding hygiene, distancing and cross-contamination of groupings can be maintained.</li> <li>• There must be coronavirus secure measures in place on the mode of transport and at the destination (proof needed). Organising staff must thoroughly check, in conjunction with a member of senior team, that the destination's risk assessments, procedures etc. meet our high standards.</li> <li>• Our school risk assessments will be modified by the organising staff member to ensure they are Covid-19 secure.</li> </ul> <p>In the event that someone becomes symptomatic:</p> <ul style="list-style-type: none"> <li>• Staff must inform the senior team if they develop symptoms overnight and must not come onto school premises. They should stay at home and follow the government <a href="#">guidance for households with possible coronavirus infection</a>.</li> <li>• Parents to be asked to keep children at home and follow the government <a href="#">guidance for households with possible coronavirus infection</a> if they develop symptoms overnight and asked to phone the school at the earliest opportunity.</li> </ul>			
--	--	--	---	--	--	--

- |  |  |  |   |  |  |  |  |
|--|--|--|---|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• If a member of staff becomes symptomatic on site, they should inform a member of the senior team, leave the school site as soon as possible, be asked to seek testing and follow government <a href="#">guidance for households with possible coronavirus infection</a>.</li> <li>• If a child becomes symptomatic on site, in emergency 999 will be called. Otherwise parents will be called. The child should be moved - preferably outside onto the back playground or, if this is not possible, into an allocated isolation room, a separate room (to be determined by the Head Teacher – ongoing risk assessment) where they can be isolated behind a closed door with appropriate adult supervision to await collection (contact should be made with emergency contacts immediately). Ideally, a window should be opened for ventilation. If it is not possible to isolate the child (e.g. the room is already in use for isolation), they will be moved to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). This should be donned and doffed in line with Public Health England’s guidance – a copy of this will be stored with the PPE supply. If another child is symptomatic at the same time, they can also be in the isolation room but at a distance of at least 2m apart from the other child and the supervising adult.</li> </ul> |  |  |  |  |
|--|--|--|---|--|--|--|--|

			<ul style="list-style-type: none"> <li>• PPE to be placed in key communal locations in school; incidents that require the donning of PPE are the responsibility of senior leaders in the first instance.</li> <li>• Should a child within a group become symptomatic, the class to which they belong will move out of the room until it has been deep-cleaned. An alternative room will be made available during this time (to be determined by the headteacher). All staff and pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.</li> <li>• Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: All surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. Disposable cloths or paper roll and disposable mop heads should be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</li> <li>• If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. Think one site, one wipe, in one direction.</li> <li>• When cleaning takes place after a suspected Covid-19 case, cleaners must wear PPE (disposable or washing-up</li> </ul>				
--	--	--	---	--	--	--	--

gloves and aprons) for cleaning and the waste management procedures detailed below must be followed for disposal.

- All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result of test is available. If the individual tests negative, this can be put in the normal waste. Should the person test positive, the waste should be kept separately for at least 72 hours and then disposed of with normal waste unless directed otherwise by the Health Protection Team.
- If a child is sent home with symptoms, parents/ carers are to be asked to seek testing and to engage with the NHS Test and Trace system. They are to be advised that everyone in their household will need to isolate in line with government guidance.
- If it is believed that providing parents/carers who are collecting a symptomatic child with a test will significantly increase the likelihood of them getting tested, then staff should do so from the small number of home-testing kits we have been provided with.
- Parents and staff should be asked to notify a member of senior team/ the office immediately of test results.
- If a test comes back positive, the adult/child may return after 10 full days of isolation only if they do not have symptoms other than a cough or loss of sense of smell/taste (these can last for several weeks after the infection has gone). Anyone else in their household must isolate for 10 full days from when they first had symptoms.

- |  |  |  |   |  |  |  |  |
|--|--|--|---|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• If a person tests positive whilst not experiencing any symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</li> <li>• If a test comes back positive, a member of senior team will contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the time they were infectious and ensure they are asked to self-isolate. To support this process, each class should record any different than usual close contacts between pupils and staff (recognising that it's the nature of the job to be in close contact with most children throughout the day).</li> <li>• Members of the household of any person who is asked to isolate because of contact with someone who has tested positive do not need to isolate themselves – this means siblings/ children of members of staff/ members of staff whose children are isolating do not need to isolate themselves - unless the person isolating develops symptoms; then the whole household will need to isolate as per government guidance.</li> <li>• Anyone who has been in 'close contact' with someone who has tested positive for coronavirus before two full clear days have elapsed will need to self-isolate. E.g. Should someone test positive on Sunday, anyone with close contact at any point on Saturday or Friday must isolate in line with government guidance.</li> <li>• In the event of a positive test result by a member of staff or a child, guidance from the DFE coronavirus helpline will be sought by phoning 0800 046 8687 and selecting option 1. If, following triage, further expert</li> </ul> |  |  |  |  |
|--|--|--|---|--|--|--|--|

			<p>advice is required, the adviser will escalate the call to the local health protection team (HPT). All advice received through these avenues is to be followed by senior leaders. This may mean a partial or full closure – all advice on communication with the community from the health protection team will then be followed. A member of the Senior Leadership Team will also notify the Local Authority by completing the form found here:  <a href="http://www.northamptonshire.gov.uk/CovidCases">www.northamptonshire.gov.uk/CovidCases</a></p> <ul style="list-style-type: none"> <li>• If the result of a test is not known and there is an indication of increase in sickness absence, the same process as above will be followed.</li> </ul> <p>Protection for staff:</p> <ul style="list-style-type: none"> <li>• Children and staff will all be assigned a group. Staff should not be in close contact with other children or other staff in another group (2m advised).</li> <li>• Breaks and lunch times are staggered to allow staff to socially distance.</li> <li>• There will be access to two different staff rooms to best enable social distancing.</li> <li>• Staff will be encouraged to bring in their own re-usable water bottle and their own hot drink at the start of the day to minimise use of high-contact areas such as the staff room.</li> <li>• The staff from only one group are allowed in each staff room at a time. Doors will be propped open so that adults don't have to keep touching door handles. If the room is in use by another group, adults must go elsewhere. Signs will be prominent to best prevent multi-group use of the staffrooms.</li> </ul>				
--	--	--	---	--	--	--	--

			<ul style="list-style-type: none"> <li>• Staff will be encouraged to take their lunch outside or to their classrooms rather than staying in shared spaces.</li> <li>• In areas outside of the classroom where social distancing is not possible between members of staff or visitors, staff/visitors are advised to wear face coverings. Use of visors is not recommended as they are not thought to prevent aerosol transmission. Safe procedures for wearing and removal must be followed.</li> <li>• Staff are asked to arrive between 45 minutes and 30 minutes (no later) before their start time to allow for setting up in their room and for photocopying.</li> <li>• Staff can take children's books home but should follow hygiene procedures after handling them.</li> <li>• Staff meetings to take place remotely whenever possible.</li> <li>• All staff within a group to be responsible for carrying out the classroom daily checklist and raising any concerns with a member of the senior team.</li> <li>• Contingency plans have been made should the head/ deputy head/ cleaners fall ill and be unable to come into school.</li> <li>• In the event of insufficient staff availability, the snow day closure procedures will be followed to notify families and staff.</li> <li>• Staff will all be offered Lateral Flow (LFD) Tests that they will be responsible for self-administering every Monday and Thursday before attending work. Tests are to be carried out following the most recent instructions provided by NHS Test and Trace. Staff must report their own results online at <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and inform LA, the school's testing co-ordinator. In the event that a LFT</li> </ul>				
--	--	--	--	--	--	--	--

is positive, staff will report their own result online via the NHS Test and Trace and seek a confirmatory PCR test. They will then follow usual testing guidance i.e. not returning to work until there is a negative result or they have completed 10 days of isolation; LA will seek advice from NHS Test and Trace regarding the need to close classes and trace contacts. Advice will then be followed.

Protection for lunch-time supervisors and for members of the school community they come into contact with:

- Lunch-time supervisors to be provided with a guidance sheet to inform them of hygiene measures and key procedures which must now be followed (including updated information about how to report safeguarding concerns) before they return to work.
- Lunch-time supervisors to follow all entry and exit hygiene requirements i.e. handwashing, 'Catch-it, Bin-it, Kill-it' etc.
- Lunch-time supervision by lunch-time supervisors is to be distant and outdoors only i.e. lunch-time supervisors should not be within 2 metres of any child and should only be in the company of children on the playground. This is to keep them as safe as possible and to avoid cross-contamination of groups. In the event of wet-play, teachers and teaching assistants will provide supervision in the classroom.
- First aid incidents which cannot be dealt with at a safe distance (2m) will not be the responsibility of the lunch-time supervisors. They will radio for a member of the class' teaching team or Emma Howard (see above).

			<ul style="list-style-type: none"> <li>• Lateral flow tests will be offered to lunchtime staff as above.</li> </ul> <p>Protection for peripatetic teachers/ specialist teachers/ SEN professionals and for members of the school community they come into contact with:</p> <ul style="list-style-type: none"> <li>• Maximum of one peripatetic teacher on site at any one time</li> <li>• Checks to be carried out re. symptoms and contacts on entry and exit (see 'COVID-19 Contractors and Visitors Record').</li> <li>• Will be asked to follow all hygiene procedures on entry and exit of the building</li> <li>• Will be asked to wipe down any contact surfaces between pupils</li> <li>• Should not teach sessions which involve mixing children from different groups</li> <li>• Should have minimal contact with and maintain social distance from school staff.</li> <li>• Will be given 'Information for Contractors and Visitors' which details procedures to be followed either prior to arrival (by email) or on upon arrival.</li> <li>• Will be asked to wear a mask in all communal areas.</li> </ul> <p>Protection for contractors and for members of the school community they come into contact with:</p> <ul style="list-style-type: none"> <li>• Contractors on site kept to urgent repair/maintenance only and preferably at times where as few children/staff are on site as possible.</li> <li>• Checks to be carried out re. symptoms and contacts on entry and exit (see 'COVID-19 Contractors and Visitors Record').</li> <li>• On arrival, they are to follow all hygiene requirements i.e. washing hands on entry and exit.</li> <li>• Should have minimal contact with and maintain social distance from school staff.</li> </ul>				
--	--	--	---	--	--	--	--

			<ul style="list-style-type: none"> <li>• Will be given 'Information for Contractors and Visitors' which details procedures to be followed either prior to arrival (by email) or on upon arrival.</li> <li>• Will be asked to wear a mask in communal areas and when working in spaces with members of school staff/children.</li> </ul> <p>Protection for cleaners and for members of the school community they come into contact with:</p> <ul style="list-style-type: none"> <li>• Cleaners to wear disposable gloves for normal cleaning and to additionally wear aprons when cleaning following a possible Covid-19 case.</li> <li>• Daily cleaning checklist to be followed regarding procedures and waste management.</li> <li>• To be advised of correct and regular handwashing procedures.</li> <li>• When cleaning within the school day, should have minimal contact with and maintain social distance from school staff and children.</li> </ul>				
	Safeguarding procedures aren't followed due to social distancing regulations	Staff Pupils Families	<ul style="list-style-type: none"> <li>• Safeguarding policy to be reviewed by Headteacher by September 2020.</li> <li>• All staff to be reminded about the Safeguarding Policy and procedures to be followed in school.</li> <li>• All staff made aware that they need to be vigilant following the school closure as it is likely that being in 'lockdown' will have increased the incidence of safeguarding concerns.</li> <li>• A 'pink form' for reporting concerns is available to all staff on the 'One Drive' as well as in both staff rooms.</li> <li>• Staff are requested to email/phone DSLs with concerns if they can't speak to them in person both to share concerns and to follow</li> </ul>	3	1/2		

			<p>up on concerns they have shared. Our email system is secure.</p> <ul style="list-style-type: none"> <li>• Teaching assistants in each group to be a pastoral contact for children – PHSE sessions initially to focus on mental wellbeing of children and on re-emphasising protective behaviours. Children to have access to a worry box in each classroom.</li> <li>• Usual absence procedures are followed if children do not attend school. Attendance is now mandatory.</li> <li>• DSLs will continue to attend safeguarding meetings virtually as requested/ needed.</li> </ul>				
	Exposure to Covid-19 from transition afternoon	Staff Pupils Families	<ul style="list-style-type: none"> <li>• Rooms to be empty of children and open to as much ventilation as possible for at least 15 minutes prior to different bubbles entering.</li> <li>• All change-overs to happen outside.</li> <li>• All high-frequency contact points in each classroom to be sanitised between bubbles i.e. tables, chairs, door handles.</li> <li>• Toilets to be cleaned additionally after lunch.</li> <li>• Resources to be kept separate for each bubble with at least 72 hours being left before resources are used again by a different bubble.</li> <li>• Adults to try to remain 2 metres away from children belonging to different bubbles.</li> <li>• Adults can wear masks when in classrooms with different bubbles.</li> <li>• Hands to be sanitised prior to children entering new classrooms; usual hand hygiene procedures to be followed if children use toilets/ touch face/ sneeze, cough or blow their nose.</li> <li>• Year 6/ new Reception intake to spend transition time outdoors.</li> </ul>	5	2		

			<ul style="list-style-type: none"> <li>• New reception to enter via side gate, use toilets in the mobile and not enter main school building at all to avoid crossing with other bubbles.</li> <li>• Year 1 to have the option of using a different space (the hall) in the morning to avoid touching of equipment.</li> <li>• In the event of bad weather, change-over will be cancelled.</li> </ul>				
	Negative impact on mental health and well-being caused by the outbreak	Staff Pupils Families	<p>Support for staff:</p> <ul style="list-style-type: none"> <li>• Teachers to check and monitor with TAs regarding well-being; senior leaders to check and monitor well-being of each other and of other teachers. Governors to check well-being of senior leaders.</li> </ul> <p>Support for children:</p> <ul style="list-style-type: none"> <li>• PHSE lessons (which already include the new 2020 health education and relationships education curricula) to take an important role in the timetable – these to focus on well-being especially during the first few weeks. Worry boxes in each classroom.</li> <li>• Extended transition period in September focusing on ‘getting to know you’ activities and re-establishing rules.</li> <li>• Any necessary pastoral work to be carried out by teaching assistants in their group after discussion with SENCo/ Pastoral lead. A folder of resources to support SEMH will be created on the One Drive and shared with all staff.</li> <li>• Celebration of our new well-being wheels – small ones to be available in each classroom.</li> <li>• Lynsey and Jade to lead on mental health support for pupils – to liaise with teachers/ teaching assistants to identify those</li> </ul>	3	1/2		

			<p>needing support and provide advice and guidance to meet those children's needs.</p> <p>Support for families:</p> <ul style="list-style-type: none"> <li>• SENCo/ safeguarding team to signpost resources and services as needed and as appropriate.</li> </ul>				
	<p>Fire procedures aren't followed due to re-organisation of classrooms and teaching groups</p>	<p>Staff Children</p>	<ul style="list-style-type: none"> <li>• All fire procedures to return to normal i.e. pre-COVID 19 changes. Assembly points and procedures to remain the same with classes each leaving by their external classroom door except for Class 5 who will exit via the main door.</li> <li>• Any internal/external classroom doors that have been opened to improve ventilation must be closed in the event of a building evacuation.</li> </ul>	<p>5</p>	<p>1</p>		

## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so