

Nene Valley Primary School – Risk Assessment & Action Plan

COMPLETED BY & DATE	Stuart Mansell (Headteacher) in consultation with all staff. August 2020, for wider opening from 07.09.2020 and updated to reflect movement of Peterborough to Tier 4 and spring return.
REVIEW DATE	2021.02.05
RELATED DOCUMENTS	Government guidance: Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Updated 03 February 2021 Actions for schools during the coronavirus outbreak (Guidance for Full Opening) Updated 02 February 2021 COVID-19: cleaning in non-healthcare settings Updated October 2020 Restricting attendance during the national lockdown: schools. February 2021

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: causes major physical injury, harm or ill-health	H	H	H
	Severe: causes physical injury or illness requiring first aid	H	M	L
	Minor: causes physical or emotional discomfort	M	L	L

Focus	Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
		Ensure all staff and parents are aware that they must not attend or send children to school who are displaying symptoms of Covid or have received a positive test, or if there is someone in their household who has tested positive. Anyone testing positive without symptoms, must re-start their self-isolation period for 10 days from the onset of the symptoms. Other members of the household (including siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.	SLT	a.s.a.p.	√	
		Agree proposals on staffing and access for Bubbles based on most up to date staffing situation	SLT	Mon 04.01	√	
		Confirm staff views on returning, identifying who can't/reluctant to return to school at this point and plan for impact. Note, this may change rapidly and school must be ready to respond.	SLT	Sun 03.01	√	
		Constantly review staffing situation regarding adults willingness to attend school. If there are insufficient adults available to provide safe cover, then consider options: <ul style="list-style-type: none"> • Full closure (except for vulnerable and key worker children); <li style="padding-left: 40px;">arrangements for provision – all teachers in class with reduced numbers? • Part closure (class, year group, phase) • Open with some remote teaching from within school 	SLT	Tuesday 5 th Jan 2021	√	

Focus	Risk rating Prior to Action (HML)	What are the mitigating actions?	Who?	When?	Done	Residual Risk rating (HML)
		<p>In line with 'Restricting attendance', close school to all children except those applying for critical worker places or identified vulnerable children. Open as follows:</p> <ul style="list-style-type: none"> All classes continue as individual bubbles with reduced numbers All staff in school, with heightened adherence to safe practice (social distancing etc.) All children not attending school to receive remote learning in line with government guidelines, as a minimum (NF to formulate provision plan for publication) Office to track applications for places in bubbles, with an initial restriction to no more than 15 in attendance (this is not required, but school will constantly review the local context and adjust numbers accordingly if needed – increase to 15 is in line with local LA schools and previous guidelines for safe working in summer 2020. This enables classes to maintain social distancing) If applications exceed the upper threshold decided by school, a set of criteria for selection will be provided for parents, prioritising certain critical workers (e.g. health workers highest priority) All children, apart from vulnerable or those with parents identified as critical workers should remain at home until 8th March at the earliest, pending government update (roadmap to extending attendance). 				
		Update staff training needs to implement any changes to school plans (risk management)	SM/NF	Mon 04.01	√	
		<p>Write to parents, reminding them of full details of arrangements for spring term:</p> <ul style="list-style-type: none"> encourage parents/children to walk/cycle to school where possible; if their child needs to be accompanied to school, only one parent; allocate drop off/collection times and protocols for minimising adult to adult contact (e.g. which entrance to use), using 3 gates, clearly signed. parents cannot gather at entrance gates or doors, or enter the site (unless a pre-arranged appointment, which should be conducted safely) 	SLT	05.02.21	√	
		Any updates/changes to this guidance are communicated in a timely and effective way to all stakeholders. Updated weekly.	SM	As needed	√	
		Children will be regularly briefed regarding social distancing of bubbles (individuals encouraged to socially distance)	Teachers	Ongoing	√	
		Ensure all parents and staff are aware of the government Test and Trace programme and are ready to actively engage with it. Write to parents, inform staff of necessity. (See end notes.)	SLT	01.09.20	√	
		Any staff needing a test can do so via the school through employer access if struggling to access a test themselves. Key staff who are essential to the ongoing operation of the school can access a test via the local testing programme for as long as it is running – speak to NF/SM if needed. See notes at end of RA relating to Lateral Flow Testing.	Staff	19.10.20	√	
		Ensure governors are kept informed of this RA and any changes once approved. Ensure Trustees are consulted regarding any substantive changes and otherwise kept informed. Additional updates provided to CoG, including safeguarding. 1 st RA shared and updated weekly.	Govern.	No more than weekly	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Curriculum Offer - Edu. provision maint'd for priority children when wider reopening - Edu. for other years must continue PE curric. must be altered to ensure social distancing and H&S		Decide which lessons or activities will be delivered. What learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	Phases	03.09.	√	
		Consider which lessons or classroom activities take place outdoors, P.E. and timetabled recess (not breaks)	NF/Phase Leader	w.b. 31.08	√	
		Review and agree the limited resources that are taken home and limit exchange of take-home resources between children	Phase Leaders	04.01	√	
		Limit sharing of stationery/equipment where possible. Materials/surfaces cleaned and disinfected more frequently. All classes have own approach in place.	All staff	On-going	√	
		Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	All staff	On-going	√	
		PE: new guidance to be circulated to staff	Teachers	w.b.07.09.	√	
		Inform parents of arrangements for swimming, following evaluation of provider's risk assessment. Ensure all those attending swimming are aware of protocols. Swimming not to take place until updated guidance ensures safety (04.01)	SLT	19.10.20	√	
		All assemblies, social gatherings (discos), sports clubs etc. cancelled until an alternative workaround can be found to provide whilst maintaining social distancing. Virtual assemblies in place.	Staff/FONV	w.b.07.09.	√	
		Seek consensus from staff about singing assemblies in classrooms. If staff not happy, can we develop a 'workaround'? If not, then joint decision to cancel temporarily.	Staff	w.b. 04.01	√	
		Visitors to school. Masks to be worn at all times in communal areas and minimal contact with adults or children outside of those directly involved with the visit. Visitors to be worn when working directly with children. All unnecessary visits cancelled.	Office	As needed	√	
Any external teachers (supply, peripatetic, SEN support etc.) to be informed of procedures on arrival and to ensure safe social distancing at all times (staff and pupils). Records of all visitors to be kept, including who they have been in contact with – specifically for Test and Trace. Visitor record in place and kept confidentially for 21 days.	Office Staff	As needed	√			
Home Learn'g		Agree Home Learning approach for potential lockdown or for individuals self-isolating or shielding. Initial plan in place and delivered. Needs constant review. Home Learning Statement being developed and to be in place and published online by 25.01.2021	NF	25.01.2021	√	
		Agree how we will 'link' in school and at home learning. Mixture of video links and work provided, with expected response and feedback. See Home Learning Statement.	Phase Leaders	w.b. 07.09	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Welf. - Pupils' mental health adversely affected during closure and by the COVID-19 crisis - Mental health of staff adversely affected during closure and by the COVID-19 crisis - Working from home can adversely affect mental health - Pupils and staff are grieving because of loss of friends or family	High	One trained member of staff to be available Majority of meetings to be held outside or at a 2m distance inside.	SLo	As needed	√	Yellow
		Wellbeing/mental health is discussed regularly in PSHCE/virtual meetings	Teachers/TAs	Ongoing	√	Yellow
		Resources/websites to support the mental health of pupils are provided via newsletters, emails and website.	Teachers	Ongoing	√	Yellow
		Welfare checks to continue for those children not in school – phone, text, email.	Teachers/DSL	As needed	√	Yellow
		Parents asked to inform school of any issues that may affect the children, e.g. bereavement, illness. None received yet.	Office	As needed	√	Yellow
		Planned for possible mental health, pastoral or wider wellbeing support for children returning to school - considered how these might apply to children who were not previously affected. Wider support identified. PASS (Pupil Attitudes to Self and School) survey to be completed	JG	w.b.15.06	√	Green
		Staff may be tired in the initial stage – alert, lack of rest, access to food/drink Ensured breaks and space to rest. Staff using outside hall and food tech.	Wellbeing Team	Ongoing	√	Yellow
		Encourage staff to focus on their wellbeing Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Add to staff meeting agenda and include in performance management reviews.	Wellbeing Team	Ongoing	√	Yellow
		Wellbeing lead to deliver EAP launch materials to support additional access for all employees. This to be cascaded through different teams of staff.	Wellbeing Team	Autumn 1	√	Green
		Staff briefings and training have included content on wellbeing. Wellbeing lead briefed on developing role 16.09.2020.	SLT	Ongoing	√	Yellow
		Staff have been signposted to useful websites and resources (Employee Assistance Programme. FH to meet SLT and 'champion'. Wellbeing Champions to attend Employee assistance Programme launch.	Wellbeing Team	Ongoing	√	Yellow
		Staff have been supported to work in flexible ways to support their mental health Appropriate work plans have been agreed with support provided where necessary	Line Managers	Ongoing	√	Yellow
		Staff working from home may help provide remote learning for any pupils who need to stay at home, CPD, work to support school. All staff in school unless ill, signed off or self-certificating.	NF	Ongoing	√	Yellow
		Staff working from home due to self-isolation have regular catch-ups with line managers. Currently none at home.	SM	Ongoing	√	Yellow
Staff encouraged to speak regularly with colleagues, take regular breaks and exercise. School offereign free lunches to all staff. Kitchen staff providing regular staff room 'treats' to support morale and wellbeing.	Wellbeing Team	Ongoing	√	Yellow		
The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary	SM FiM	w.b.08.06	√	Green		

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
EYFS		Consider how play equipment is used ensuring it is appropriately cleaned more frequently.	EYFS Team	w.b. 07.09	√	
		Limit soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	EYFS Team	w.b. 18.05	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Classes and other social dist. issues - Net cap. red. when guidelines are applied - Classroom sizes will not allow for adequate social distancing - Risks created re social distancing: - Start/end of day, - Movement around the school - Student's behaviour - pupils circulate in corridors - Queues for toilets		Ensure that wherever possible children use the same classroom or area throughout the day, seating children at the same desk each day, with a heightened cleaning of the rooms at the end of the day. Where children move places at request of teacher – cleaned before transition.	All staff	On-going	√	
		Review classroom layouts with staff and Site Officer to strengthen social distancing between staff and children. Reviewed classroom layouts and fire exits not to be compromised Direct access to rooms from outside where possible – routes in and out agreed (one-way system introduced and communicated)	KW	w.b.04.01	√	
		All classes to operate in class group bubbles, apart from EYFS who will operate within the unit as a year group bubble.	Teachers	On-going	√	
		Large gatherings not to take place (assemblies, discos, performances etc.) Staff meetings can take place if appropriately socially distanced but ideally will happen virtually.	All	On-going	√	
		Where possible, all spaces should be well ventilated using natural ventilation (opening windows). This can be done on a rotational basis to ensure air flow, so does not mean that windows/doors have to be open all day if weather is particularly cold or wind. Ideally – all windows doors open when classroom empty, restrict and vary when children inside, with upper windows being kept open as much as possible. Doors/windows does do not need to be fully open to maintain ventilation, as long as airflow is maintained.	All staff	On-going	√	
		Prop doors open, where safe to do so (bearing in mind fire safety/safeguarding), to limit use of door handles/aid ventilation. Need to review seating in some rooms as doors block view of some children when trying to see the screen - done.	All staff	On-going	√	
		Staff to promote social distancing measures with children. Bubbles kept separate, but children also discouraged from touching and close contact, limit movement within classrooms and opportunities for close interaction. Reinforce the 'hand, face, space' message with children where it can be applied. i.e. regular hand washing and sanitising, especially before and after activities that may involve touching surfaces etc., avoiding face to face contact, standing apart/playing apart where possible (although not essential, is good practice) – ensuring spacing where possible. Awareness during playtime, walking to school, waiting outside the gate etc.	All staff	On-going	√	

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		Should be 2m apart from children in other bubbles during school day, otherwise as apart as is reasonable with avoidance of touching wherever possible. Message delivered sensitively as best endeavours not hard and fast rules.				
		Access rooms directly from outside where possible (Cuckoos via Puffins at start/end of day. Puffins via library for breaks.)	All staff	On-going	√	
		Agree on routines for accessing toilets, ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Toilets allocated to classes, not gender. Ideally 1 child at a time but bear in mind those who are desperately in need.	SLT/ Teachers	03.04/09	√	
		Agree on how books/equipment/resources provided to pupils. Range of solutions. Some resources on desks, some left for 48 hours before accessing etc.	SLT/Teac hers	03.04/09	√	
		Set up classrooms, allowing for routes in and out. Limit opportunities for face to face interaction (e.g. front facing desks, sitting side by side)	Teachers	03.04/09	√	
		Teachers to maintain an accurate seating plan.	Teachers	21.09.2020	√	
		Review and agree where excess furniture will be moved and stored, and labelled so that it can be returned to the correct classrooms	Site Officer	w.b. 04.01	√	
		Staff to strictly maintain social distancing measures. Maintain a minimum of 2m distance from other adults, maintain distance when working with more than 1 group. Maintain distancing in meeting and at lunchtimes etc. Staff to be fully aware of what constitutes direct close contact.	All staff	On-going	√	
		Ensure staff are fully aware of the updates to what constitutes 'direct close contact' and to strictly avoid these situations or manage a work around, to prevent potential impact on wider groups /bubbles: <ul style="list-style-type: none"> • Avoid Face 2 Face conversation within 1 metre in all circumstances, including being coughed on, • Avoid being within 1m for 1 minute or longer, without face to face contact, • Avoid all skin to skin physical contact, • Avoid all contact within 1 metre for one minute or longer without face 2 face contact • Avoid working within 2 metres for more than 15 minutes (ideally no more than 12 for isolated occasions), • Avoid working within 2m for more than 15 minutes in total over the duration of the day, • Avoid travelling in the same car. This will ensure that where a positive case is identified it will limit the number of people impacted as only those in direct contact need to self-isolate.	SLT	21.09.2020	√	
		Ensure all staff are aware of the need to minimise contact between bubbles, (children) ideally by minimising movement around school (e.g. taking registers, accessing books in corridors, iPads etc.) Inform during September training days.	All staff	04.09.20	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Lunchtimes		Calculate how many children may require a lunch, requesting packed lunches are sent where possible.	Office	w.b.07.09	√	
		<ul style="list-style-type: none"> Agree on how meals will be served – most classes delivered to classrooms – adult delivering leaves them outside the room Use children to distribute meals wherever feasible Decide where meals will be consumed? – 3 classes in hall – rotated and cleaned between sittings Decide on any cleaning measures that are necessary Agree on supervision of pupils Agree staggering of lunchtimes 	SLT/DD	03.09	√	
		Review staff lunch arrangements, ensuring social distancing can be achieved e.g. stagger lunch times for staff. Staff using different rooms to ensure spacing (food tech, outside classroom etc.). Ensure MDS are clear about ways to socially distance whilst supervising.	SLT	27.09	√	
		Review procedures for FSM pupils at home if shielding or self-isolating. For any children undergoing self-isolation for a prolonged period a food parcel will be provided or a voucher provided via WONDE. During lockdown, school will access the national voucher programme through Edenred.	SM/DD	Ongoing	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Breaks - Children may not observe social distancing at lunch times		Agree arrangements for recess (planned and supervised activity breaks) <ul style="list-style-type: none"> Define space for each Bubble Ensure play equipment is not shared Agree on any Behaviour expectations re breaktime Agree supervision of pupils for staff comfort breaks 	SLT/Teachers	03.09	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Behav.		Communication of behaviour expectations to pupils, parents and staff	JG	w.b. 01/06	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
SEND & Inclus.		Agree what returning support is available for vulnerable and/or disadvantaged children	SL0/SLT	w.b. 07/09	√	
		Individual risk assessments to be completed for children with high levels of dependency or significant adult management needing closer contact.	Teacher/SENCo	w.b. 04.01	√	
Welf. Current. no ident. Vuln. children (social worker alloc.)		Put in place measures to check on staff wellbeing (including for leaders).	Wellbeing Team	w.b. 08/06	√	
		Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support). Aim to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and children who were not previously affected.	SLT/Teachers	w.b. 08/06	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Safeg.		Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers.	DSL	w.b. 01/06	√	
		Check for revised protocols from safeguarding board and update safeguarding policy if necessary. Updated w.b. 07.09.2020 – shared with governors and published. Further updated for lockdown – amended, shared with staff and governors and published. 06.01.2021	DSL	On-going	√	
		Safeguarding Leads accessible when on and off-site	DSL/ DDSL	Ongoing	√	
		Safeguarding policy updated in light of COVID-19 – see above.	DSL	01.2021	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
First Aid - Availab'y of desig. 1st Aiders puts pupil safety at risk - Medical or Isol. Room not adeq equip to maintain infection control - Provision of PPE for staff not in line with gov. guidelines		Ensure suitable first aid cover to all staff and pupils has been assessed with suitable first aid or paediatric first aid provided.	NF	w.b. 01/06	√	
		Greater clarification about administering 1 st aid during COVID-19 has been issued. Update posters for guidance and discuss with relevant staff. <ul style="list-style-type: none"> • Check if there are any vulnerable workers with 1st aid responsibility and discuss implications and minimising risk • Discuss RA with 1st aiders to ensure confidence • Ensure 1st aiders know what equipment to use to minimise risk 	SLT	asap	√	
		Access to first aid facilities is maintained and the school suitably stocked with first aid sundries.	SLo	w.b. 01/06	√	
		Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Office to ensure backup if staff absence limits provision. Staff updated 16.09.2020	SLo	w.b. 01/06	√	
		Review of the First Aid policy to include consideration of the risk of infection of covid-19. Issued to staff prior to opening Posters and policies placed in essential areas	SM/SLo	w.b. 01/06	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
B'fast Club		Assess how many of the children who are returning have requested BC	HL/Office	Aug. 20	√	
		Allocate children to bubbles with appropriate levels of staffing and allocated start times. Write to parents.	Office	Aug 20	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Staff		Identify whether any member of staff or pupil is within the Clinically extremely vulnerable group and ensure appropriate measures are in place including individual risk assessments. This is likely to involve CEV staff and pupils not being allowed un school during Tier 4 or above (contingency). Where staff, identified as CEV, are advised that they may return during lockdown, an individual risk assessment is completed in line with the advice provided.	SLT	w.b. 04.01	√	
		Staff/pupils that meet the criteria as moderate risk of infection e.g. those with underlying health conditions, those who are pregnant, should have a risk assessment completed or reviewed to identify any suitable control measures that must be in place before returning to work/school. Note reference to over 60s needing to be additionally careful, but no additional measures needed.	SLT	w.b. 04.01	√	
		Planned for the same adults to work with the bubbles where this does not impact detrimentally on children's learning. – Any staff must ensure social distancing when working with other bubbles. Staff are not restricted to specific bubbles as long as social distancing is strictly maintained.	NF	w.b. 07/09	√	
		Staff model social distancing consistently – wear masks at gate for drop off and collection times	All staff	Ongoing	√	
		All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Update any individual risk assessments in line with current increases in case numbers.	HT	04.01	√	
		Staff are clear about social distancing around school, particularly at lunchtimes, meeting times, entering and exiting the building etc. Areas outside the library, the library itself, corridor, Goldfinch and Sparrow rooms may be used for lunches/breaks – staff to decide as long as social distancing occurs. Meetings are virtual, classrooms where social distancing allows, or socially distanced in the hall. Staff do not gather in the staff room on entering/exiting the building and maintain social distancing transitioning through. When making drinks, staff ensure handwashing or sanitising before touching crockery or water dispenser etc. Staff to ensure social distancing (avoiding close/direct contact) during meeting and PPA times. See section above for details of what constitutes close/direct contact.	SLT	w.b. 02/11	√	
		Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable .	Office	w.b. 01/06	√	
		Additional guidance is sought from Public Health England regarding BAME staff, where appropriate. If needed, a separate individual risk assessment will be written and agreed with individuals requesting one.	SLT	Ongoing	√	
Flexible and responsive use of teaching assistants to supervise classes and provide interventions in place	NF	Ongoing	√			

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		<p>Complete flowchart for all staff to see if individual risk assessments need to be in place, based on the following criteria:</p> <ul style="list-style-type: none"> Aged 70 or over Aged 55 or over for BAME staff Any staff with underlying health conditions (particularly male and BAME staff) Pregnancy (including any staff with underlying health conditions) <p>Staff to inform SLT if any of the above apply and discuss whether an individual risk assessment is required. If so, complete and agree asap.</p>	Staff/SLT	w.b. 04.01	√	
Admin Staff		<p>Social distancing point in reception area clearly set out Non-essential deliveries/visitors to school are minimised No staff, personal deliveries to be sent to school Deliveries to school are managed effectively in a timely manner adhering to social distancing</p>	Office	w.b.01.06	√	
		<p>Guidance on being tested has been published to staff and parents. Trust registered with employer portal.</p>	office	As needed	√	
PPE		<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. None currently in school – may change when EYFS start. Staff to follow provided guidance should the need for nappy changing or intimate care arise.</p>	All staff	Ongoing	√	
		<p>Ensure all staff are fully aware of procedures around wearing face coverings, including safe disposal, putting on, removing and storing.</p> <ul style="list-style-type: none"> All disposal masks should be placed in green bins unless the wearer has symptoms No masks should be placed in recycling bins If the wearer has symptoms they should be disposed of as all materials that may have been in contact with symptomatic adults/children – separate bin bag, tied, another bin bag, stored in suitable place for 72 hours (See Site Officer) Reusable face masks should be stored in a sealed plastic bag between use, Always wash hands before putting on or removing, Damp masks should not be worn, but replaced carefully <p>(See Face Coverings in Education for further guidance)</p>	Staff meeting visitors or attending school gate at drop off and pick up	Ongoing	√	
		<p>Re-usable PPE should be thoroughly cleaned after use and not shared between staff.</p>	All staff	Ongoing	√	
		<p>if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. School has been provided with visors and these are available.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. See above re visors.</p>	All staff	Ongoing	√	

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Clean.		Enhanced cleaning schedule in place (for example, how often, when/if an additional clean is necessary) and how to ensure sufficiency of supplies. Additional cleaner employed 10 hours per week to cover gaps in provision.	Site Officer	w.b. 08.20	√	
		Create cleaning guidance: More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> • Taps and washing facilities, • Toilet flush and seats, • Door handles and push plates, • Handrails on staircases and corridors, • All areas used for eating must be thoroughly cleaned at the end of each break, • Telephone equipment, • Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	Site Officer/ Cleaners	w.b. 18/05 & Ongoing	√	
		If informed that someone has tested positive with Covid-19 then any area/room they have accessed should undergo a thorough clean or be left vacant for 72 hours if that is not possible.	Site Officer	As needed	√	
		Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.	Site Officer	w.b. 18/05	√	
		Identify any outdoor play equipment to be used/restricted and establish cleaning and management procedures as necessary – issue guidance	Site Officer/ SLT	w.b. 01/06	√	
		Increase hours of cleaning staff so that there is someone on site as much as possible, and with a remit of ongoing cleaning of touch plates, toilets etc.	HT/Site Officer	01.09.20	√	
		Review rota of cleaners.	Site Officer/ SLT	08.20	√	
Hyg.		Ensure school has a suitable supply of soap and access to warm water for washing hands, notices displayed.	Site Officer	w.b. 18/05	√	
		Ensure all staff and children are aware of, and promoting' the 'Catch it, bin it, kill it' system of control and using bins appropriately around school. Ensure prominent display of reminders.	All staff	On-going	√	
		Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Children can bring and manage own sanitiser.	Site Officer/st aff	w.b. 18/05	√	
		Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.	All staff and pupils	On-going	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
		Any staff or children who do not wish to use hand sanitiser provided by school should either bring their own from home, and not share it, or use soap and water and hand wash for 20 seconds.	All staff and pupils	On-going	√	
		Current government advice is that face coverings should not be worn by pupils at primary school. Children arriving at school wearing a face covering should be shown the correct way to remove and dispense of it before entering school and washing/sanitising their hands immediately. Children wearing re-sealable face coverings to school should remove them appropriately and place them in a re-sealable plastic bag for storage prior to entering school and wash/sanitise their hands immediately. No requests to wear them.	SLT to all parents	01.09.20	√	
		Staff may wear a mask if they choose to do so in communal areas (not classrooms) and may wear a visor in agreement with SLT if working with children. (This is in addition to PPE requirements for specific circumstances included elsewhere e.g. unwell child). If an adult has hearing difficulties and requests access to someone whom they can lip-read from, this will be provided or a visor will be worn. Supply of visors available for all. Staff choosing to wear masks or visors must ensure appropriate, COVID safe 'putting on' and 'taking off'. Staff wearing masks at school gate at drop off and pick up times to model good practice and encourage mask wearing by parents.	Staff	05.10.20	√	
		Anyone involved with staff breakfast, should remember when preparing breakfast or collecting items afterwards to either wear gloves, or sanitise hands appropriately before and after. Washing up will clean/prevent transmission, otherwise sanitise/wash before, don't touch face/mouth etc. when preparing/clearing, wash/sanitise afterwards.	Staff	Ongoing	√	
		Children encouraged to access the toilet during class/throughout the day to help avoid queues The toilets are cleaned frequently Monitoring ensures a constant supply of soap and paper towels Children are reminded regularly on how to wash their hands and use hand sanitiser	Teachers	w.b. 01.06	√	
		Routines for accessing toilets have been agreed, ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time	Teachers	03.09	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
Build. and Site		One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings.	Site Officer	w.b. 01/06	√	
		Mark out Foyer (2 people at a time)	Site Officer	w.b. 01/06	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
		Where possible, prop open doors to reduce the need for touch (fire protection measures must be adhered to).	Staff	w.b. 01/06	√	
		Increase cleaning of handles and touch plates.	Cleaners	Ongoing	√	
		Review school arrival arrangement to reduce congestion and update parents	SLT	01.09	√	
		School has not closed to staff throughout the period Daily and weekly checks have been maintained Critical systems have been maintained	Site Officer	Check with KW by 01.08	√	
		Provide relevant guidance to parents on drop off and pick up arrangements, and allocate drop off and collection times. Updated	SLT	21.09	√	
		Movement of children around school is minimised as much as possible, with pupils staying in classrooms and staff moving round	All staff	Ongoing	√	
Waste M'ment		Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely	Site Officer/Cleaners	w.b. 18/05 & Ongoing	√	
		Bins should be emptied daily.	Site Officer/Cleaners	Ongoing	√	
		Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Site Officer/Cleaners	Ongoing	√	
Contract		All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.	Site Officer/Office	As needed	√	
		All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.	Site Officer/Office	As needed	√	
		Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue	Site Officer/Office	As needed	√	
		Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Review signing in book to ensure compliance statement is available and visitor record is completed.	Site Officer/Office	As needed	√	
		Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/children are kept apart	Site Officer/Office	As needed	√	

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
H&S		The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. Seek legal advice if a case arises that may be directly linked to work. HT attended legal webinar in case a situation arises.	Site Officer	As needed	√	
Fire Safety		<ul style="list-style-type: none"> Ensure all emergency escape routes / doors are fully operational and kept clear. Agree on Fire Procedures and where pupils and staff will line up Agree on registers and how these will be brought to staff Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing between bubbles when at the evacuation point. 	SLT/ Teachers	Ongoing	√	
		<ul style="list-style-type: none"> Ensure announced fire drill for all returning bubbles - termly practice. 	Fire warden	07.10.20	√	
Lateral Flow Testing		<ul style="list-style-type: none"> Lateral Flow tests webinar 18/1/21 attended by HT 	HT	18/01/21	√	
		<ul style="list-style-type: none"> Recording Webinar on 19/1/21 attended by HT 	HT	19/01/21	√	
		<ul style="list-style-type: none"> Lateral flow tests delivered to school 26/01/21 – enough tests for each member of staff to be given 7 tests (enough for three weeks with the possibility of having to complete one test twice if the test is void.) 	NHS	26.01.21	√	
		<ul style="list-style-type: none"> SM to take on the role of COVID Coordinator, Office (SK) to be Registration Assistant (roles required by the DFE) 	SM/SK	26.01.21	√	
		<p>HT to communicate the Lateral Flow test information to all staff in order to address concerns regarding poor uptake, non-reporting, communication issues.</p> <p>This information includes:</p> <ul style="list-style-type: none"> How To Guide Version1.3.2 Instructions for Use Handbook Letter to staff PowerPoint introduction Link to NHS Instructions Video 	HT	26.01.21	√	
		All staff to be invited to take part in the process and to sign an agreement (data protection and privacy notice info shared). Register to be kept of these agreements.	SK	27.01.21 onward	√	
	SK to timetable when tests will be given out to staff to avoid overcrowding.	SK	27.01.21	√		

Focus	Risk rating Prior to Action (HML)	What else needs doing?	Who?	When?	Done	Residual Risk rating (HML)
		HT and main office to be the storage area for tests	HT/SK	27.01.21	√	
		SK to ensure that staff take the correct instructions with them and know to discard the instructions that are in the test box (Version 1.3.2 is the CORRECT version)	SK	27.01.21	√	
		Tests to be signed for and LOT number recorded. (Staff provided with one box which contains 7 tests)	SK	27.01.21 onward	√	
		Staff will be instructed to complete the two tests on a rotational basis, each test box labelled with relevant days of the week for each staff member. Tests should be completed in the evening of these days.	SK	27.01.21 onward	√	
		Staff have to go online to record the results of each test, whatever the outcome. This is done on a Government site, similar to the DVLA.	Staff	Ongoing		
		DHT to devise a TEAMS form for staff to inform us of the result of each of their tests. This will be online but staff will have the ability to email details if they struggle with online forms.	DHT	27.01.21	√	
		Staff who receive a positive result will have to book a PCR test, inform NHS and school, and self-isolate until PCR results come through. +ve – self isolate for 10 days or longer if symptoms persist, -ve – return to work	Staff	Ongoing		
		If the test is Void, staff will need to repeat it with a new test. Two Void results will mean that they need to schedule a PCR test in the normal way.	Staff	Ongoing		
		A negative result does NOT negate the need to follow the Social Distancing guidelines.	Staff	Ongoing		
		HT to be responsible for ensuring that we have enough tests in stock.	HT	Ongoing		

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough (e.g. persists for an hour or repeats regularly for lengthy periods in the day) or a high temperature (>37.8 when resting), or has a loss of, or change in, their normal sense of taste or smell ((anosmia) in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them 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).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough (see above) or a high temperature (see above), they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member that was sent home with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting (bubble) may be sent home and advised to self-isolate for 10 days if this approach is advised by the Health Protection Team. They will be encouraged to take a test if symptoms occur. If a test is then taken by staff or pupils and a negative result is received, they cannot return to the setting as they will need to remain self-isolating for the full 10 day period as they are regarded as close contacts, and may develop symptoms at a later point within the isolation period. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Engage with the NHS Test and Trace process.

Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace, and self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

School will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10- day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.