

Wellington Primary School and Nursery Risk Assessment for Covid-19 and full school opening

Risk Assessment completed by: T. Mamak and D.Hughes

Job Title: Headteacher/ Head of School

Date of Risk Assessment completion: July 21st, 2020

Date of review: 7th September, 2020.

Subsequently, reviewed on a weekly basis

| Area of concern | Hazard | Persons at risk | Risk management | Responsible Person | Planned completion date | Line manager check |
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| The school lapses in following national guidelines and advice, putting everyone at risk | The school's approach is not robust and in line with recent information | Pupils, staff, parents | <p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email | <p>Headteacher Lead Teacher</p> <p>Admin. Staff</p> <p>Class teachers</p> <p>HT Admin staff</p> | Ongoing | HT/LT ongoing |

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| | | | As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | | | |
| Poor communication with parents and other stakeholders | Parents and other stakeholders are not aware of systems, processes and requirements, thereby acting unsafely | Pupils Staff Parents | <ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems HT/HoS to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p> | HT LT Class teachers HT/HoS Admin. staff | 1.09 and ongoing 13.07 24.07 | HT/LT ongoing |
| Lack of awareness of policies and procedures | Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely | Pupils Parents Staff | <ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy | HT LT Admin. Staff All staff All staff | 17.07 1.09 1.09 | HT/LT |

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| | | | <ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)'. • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and TEAMS meeting | HT LT SBM | 1.09 | |
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| | | | <ul style="list-style-type: none"> • Staff are given government advice regarding how to put on, take off and dispose PPE • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3rd September 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> | HT/LT HT/LT CTs HT LT | 1.09 17.07 1.09 Ongoing | |
| Staff with prior medical conditions | Persons classed as "clinically extremely | Staff | Staff who have been classed as "clinically extremely vulnerable" | HT/LT | 1.09 | HT 31.08 |

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| classed as "clinically extremely vulnerable" | vulnerable" are more at risk from Covid-19 effects | | should not attend school setting as cannot socially distance: <ul style="list-style-type: none"> • Check staff currently absent • Questionnaire to staff | | | |
| Staff who have been classed as clinically vulnerable | Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects | Staff | Staff who are clinically vulnerable to not come in until and unless revised advice re. not needing social distancing is given or revised roles agreed to enable attendance <ul style="list-style-type: none"> • Check staff currently absent • Questionnaire to staff • 1:1 conversations re. changing roles on a temporary basis | HT HT | 1.09 w/b 7.09 | HT 31.08 |
| Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable | Persons classed as "clinically extremely vulnerable" or clinically vulnerable are more at risk from Covid-19 effects | Staff Families | Staff who live with someone classed as "clinically extremely vulnerable" or clinically vulnerable can attend school | HT | 1.09 | HT |
| Children who have been classed as "clinically vulnerable" | Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects | Pupils | PHE advice sought – can attend | HT | 1.09 | HT |
| Children who have been classed as clinically | Persons classed as "clinically extremely vulnerable" are | Pupils | Letter to families advising discussion with child's specialist health professional | HT HOS | 1.09 | HT |

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| extremely vulnerable | more at risk from Covid-19 effects | | If shielding is not required, child can return | | | |
| Children who live with someone who is classified as “clinically vulnerable” or clinically extremely vulnerable | Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects | Families | Pupils who have family members who are shielding can return to school | HT | 1.09 | HT |
| Persons entering the site with Covid-19 symptoms | Transmission to the school community | Pupils Staff | Staff and pupils must not attend school if they have symptoms or are self-isolating due to symptoms in their household: <ul style="list-style-type: none"> Letter to remind parents/carers Staff induction meeting and email Notice at school entrance | HT HT Admin. staff | 17.07 14.07 1.09 | HT/LT |
| Pupils and staff who are BAME | Mounting evidence of vulnerability of BAME people | Pupils Staff | Individual risk assessments in place to mitigate risk, including staying at home for staff or changing role Individual risk assessments in place to reduce risk for pupils | HT Chair of Governors LT | 17.07 1.09 | HT CoG |
| Spread of covid-19 through lack of hygiene | Transmission to the school community | Pupils Staff | Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Children and staff to clean hands regularly (including on arrival at | LT CTs TAs | 1.09 3.09 and ongoing | HT SBM ongoing |

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| | | | <p>school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when they change rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered:</p> <ul style="list-style-type: none"> • Sinks available in majority of classrooms, sinks in toilets available • Soap, sanitiser, paper towels, bins, cleaning wipes available in classrooms and toilets and replenishment checks carried out • Alcohol based sanitiser (that contains no less than 60% alcohol) available in school reception area • Children are reminded of correct hand washing techniques • Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe from a social distance • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas | <p>Cleaning staff</p> <p>Admin. Staff</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | <p>Children and staff follow good respiratory hygiene using the “catch it, bin it, kill it” approach (use a tissue or elbow to cough or sneeze, use bin for tissue waste, avoid touching face):</p> <ul style="list-style-type: none"> • Tissues available in classrooms • Lidded bins • Bins cleared through the day | <p>CTs TAs</p> <p>Cleaning staff</p> <p>CTs</p> <p>Cleaning staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| | | | <p>Children and staff are encouraged not to touch their faces and staff regularly discuss/ demonstrate good respiratory hygiene processes with the children</p> | <p>HT/LT CTs TAS</p> | <p>Ongoing</p> | |
| | | | <p>Children are instructed to adopt good hygiene practice through games and repetition</p> | <p>CTs TAs</p> | <p>Ongoing</p> | |
| | | | <p>Risk assessments for children who have difficulties with respiratory hygiene (e.g. Activities avoid unhygienic practices such as sharing of resources or equipment) and support given to child</p> | <p>HT/HOS CTs Tas H&S adviser</p> | <p>Ongoing</p> | |
| | | | <p>Classrooms are ventilated where possible; any doors wedged open must be managed by staff</p> | <p>CTs TAs</p> | <p>Ongoing</p> | |
| | | | <p>Cleaning frequently touched surfaces during the day (e.g books,</p> | <p>Cleaning staff</p> | | |

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| | | | <p>toys, desks, chairs, doors, sinks, toilets, light switches, bannisters) and frequently used areas such as toilets</p> <p>Cleaning daily</p> <p>Enhanced cleaning schedule formulated</p> <p>Outside learning takes place frequently</p> <p>Singing, chanting, shouting does not take place</p> <p>Showers not to be used</p> | <p>CTs TAs</p> <p>Cleaning staff</p> <p>Cleaning staff HT</p> <p>CTs</p> <p>CTs</p> <p>All staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Poor hygiene practice re. toilet/changing facilities | Transmission of infection | Staff | <ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron, eye protection • All changing surfaces to be cleaned before and after each use • Nappies/soiled items to be disposed of in yellow bags • Staff to follow specific intimate care procedures • Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p> | <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs CTs TAs</p> <p>CTS TAs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>HT/LT</p> <p>ongoing</p> |

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| Spread of covid-19 through lack of social distancing | Transmission to the school community | Staff Pupils | <p>As per government guidance, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> • Clear signage in place regarding social distancing • Avoiding contact with anyone with symptoms (see above and following section on removing any pupils who demonstrate symptoms within school) • Frequent hand cleaning and good respiratory practice (see above) • Regular cleaning (see cleaning section below) • Minimising contact and mixing – Maintain consistent groups (classes) during lesson time, break time and lunch time <p>Adults in class to stay 2m away from each other and from children if possible (mark areas)(avoid close face to face contact and minimise time spent within 1 metre of anyone)</p> <p>Pupils to be seated side by side and facing forwards</p> <p>Timetable reviewed and refreshed and programme</p> | Admin. Staff | 1.09 | HT/LT SBM ongoing |
| | | | | HT LT CTs TAs | Ongoing | |
| | | | | All staff | Ongoing | |
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| | | | communicated to teachers and staff | | | |
| | | | Staggered starts and collections, staggered breaktimes and lunchtimes; separation | HoS LT | 1.09 | |
| | | | Where possible, one way circulation in place (government advice states that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk) | HT LT | 1.09 | |
| | | | If another adult (e.g. first aider or SLT member) needs to communicate with staff or children in a group will use telephone or, if required to do in person, do so from at least 2 metres away from any children or adults | All staff | 1.09 | |
| | | | Bins placed outside room for clearing | Teachers TAs | Ongoing | |
| | | | Packed lunches left outside rooms for collection | Dinner supervisor | Ongoing | |
| | | | Pupils and adults always use the same room and the same desk and chairs | CTs TAs | Ongoing | |

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| | | | Classrooms should have unnecessary surfaces and items removed to create space and increase hygiene; stored elsewhere | CTs TAs | Ongoing | |
| | | | Documents and equipment required for lessons will be distributed by staff before the lesson to reduce contact | CTs TAs | Ongoing | |
| | | | Pathways to class sinks | CTs TAs | Ongoing | |
| | | | 1:1 SEN TA should be placed 2m from pupil and activities should enable this if possible | CTs TAs | Ongoing | |
| | | | 1:1 SEN TA to use PPE if needed due to proximity (gloves, aprons, masks, eye protection) | CTs TAs | Ongoing | |
| | | | Pupils enter, wherever possible, classrooms from outside | CTs TAs | 1.09 | |
| | | | 2/3 and 4/5/6 enter school through hall; all doors open to avoid touching (hall empty as children collected at 8.30; hall cleaned after breakfast club) | CTs TAs | Ongoing | |

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| | | | <p>Toilet procedures seek to minimise movement across others</p> <p>Furniture in school reception area to be removed</p> <p>Discourage parents from entering the school building: Meetings with parents and carers to only be essential and conducted over telephone or email; if physical meeting is unavoidable, then use an empty classroom with teacher to stand at least 2 metres from door, parent/ carer to stand at least 2 metres away on the other side; parents to be informed of process by letter and notice</p> <p>Any informal discussion with parents and carers at start of day must be from a distance of at least 2 metres and outside school building</p> <p>Staffroom use to be minimised – not to sit in, coffee making and food storage only, one person only</p> | <p>LT CTs TAs</p> <p>Admin.</p> <p>HT/LT CTs TAs</p> <p>LT CTs TAs</p> <p>LT CTs TAs</p> | <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | Staff to instruct pupils not to touch staff and other children | All staff | Ongoing | |
| Spread of covid-19 through lack of social distancing in shared areas within the school | Transmission to the school community | Staff Pupils | <p>As per government guidance, early years and primary age children cannot be expected to remain 2metres apart from each other and staff. Therefore, the school seeks to minimise the risk through:</p> <ul style="list-style-type: none"> • Enter classrooms directly from outside wherever possible • 4/5/6 -provide packed lunches which are left outside classroom and are eaten in classroom; R/1,2/3 in hall separated, staggered, if same tables to be cleaned between use, tables and chairs and floor disinfected after use, sit side by side not facing • Avoid hall for PE by using outside spaces at staggered times and with separation between groups for non- contact PE • Close library • Enabling one-way circulation within corridors where possible or dividing corridors • Staggering break times Staggering toilet break times to avoid congestion in corridors and toilets | <p>CTs TAs</p> <p>Admin. Staff CTs TAs</p> <p>CTs TAs</p> <p>HT/LT SLT</p> <p>HT/LT CTs TAs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | HT/ LT ongoing |

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| | | | <ul style="list-style-type: none"> • Children wash hands in classroom if possible before lunchtime to avoid use of corridors and toilets | CTs TAs | Ongoing | |
| | | | <ul style="list-style-type: none"> • Nursery, Reception and Yr.1 use toilets outside room one at a time and supervised; 2/3 and 4/5/6 use cone outside toilet to show if in use | CTs TAs CTs TAs | Ongoing | |
| | | | <ul style="list-style-type: none"> • Avoid assemblies | CTs | 1.09 | |
| | | | <ul style="list-style-type: none"> • Office- Notice at school building entrance asking parents and carers to stay outside school entrance if possible, providing school number for parent or carer to call office rather than enter school reception area; appointment required | Admin. Staff | 1.09 | SBM HT/ LT |
| | | | <ul style="list-style-type: none"> • Remove furniture from school reception area | Admin staff | 1.09 | |
| | | | <ul style="list-style-type: none"> • Tissues and hand sanitiser to be available in office locations | Admin staff | ongoing | |
| | | | <p>Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating) Each individual is responsible for wiping</p> | Admin staff | Ongoing | |

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| | | | <p>down their own work area before and after use</p> <p>If parent or carer has to physically speak to office staff, staff to keep window partition as closed as possible and move at least 2 metres from partially opened partition; parent or carer to stand at 2 metre marker from partition</p> <p>Staff to wash hands after handling shared items; avoid handling if possible; avoid contact by having drop areas</p> <p>Staff to talk to office staff from outside office: stand near doorway 2 metres from door.</p> <p>School reception area to be wiped down by cleaners during the day</p> <p>Visitors to office to be prohibited; staff to wait outside from at least 2 metre distance from door</p> <ul style="list-style-type: none"> Staffroom- in order to ensure social distancing, staffroom use to be minimised – not to sit in, coffee making and food | <p>Admin staff</p> <p>Admin staff</p> <p>Admin staff All staff</p> <p>Cleaning staff</p> <p>All staff</p> <p>CTs TAs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>LT ongoing</p> |
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| | | | <p>storage only, one person only; staff may make drink in resource area but only use cups with lids and only 1 member of staff in resource area at a time, no children allowed and kettle stored safely</p> <ul style="list-style-type: none"> Toilets- To ensure that only one child at a time is in the corridor during lesson times and that only one child is in the toilets at a time, the class TA/CT for N, R, Yr.1 is to look outside the classroom to check that the corridor is empty. If it is, the TA takes the child to the toilet and waits outside the toilet while the child goes in. When child comes out, the TA accompanies the child back to the class along the correct side of corridor markers. If two children want to go to the toilet at the same time, this will be avoided by the fact that each TA/CT has to check that the corridor is empty; if corridor already has a TA in it, then the other TA waits until the first TA and child have gone back into class. Yrs.2/3 and Yrs. 4/5/6 to use cone in corridor to indicate if toilet in use; if on display, children to | <p>CTs TAs</p> | <p>Ongoing</p> | |
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| | | | <p>wait until other child has removed cone to indicate that the toilet is free</p> <ul style="list-style-type: none"> • Staff toilets- only one member of staff to go in at any one time, staff to verbally check before entering or lock door; toilets cleaned during the day • Staff to wipe down photocopier before and after use; staff have PPA time at home • Joint assemblies in classes or hall not to take place • Staff and visitors to be asked to bring in own pen to sign in/out | <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>Staff Visitors</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Spread of covid-19 through lack of social distancing outside the school during the pupil day | Transmission to the school community | Staff Pupils | <p>Start of day (see below)-</p> <ul style="list-style-type: none"> • Pupils to arrive on a staggered basis • Pupils to line up on playground and enter for handwashing <p>Playtimes-</p> <ul style="list-style-type: none"> • Playtimes to be staggered if possible and, if any groups at playtime at the same time, different parts to be allocated and used (e.g. different playgrounds or field); strict separation of at least 2 metres at all times, | <p>SLT</p> <p>CTs TAs</p> <p>SLT CTs TAs</p> | <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> | <p>HT/LT</p> <p>1.09 Ongoing</p> |

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| | | | <p>prior to use by the new teacher or TA; an apron and gloves should be worn for cleaning and also a mask and eye protection if risk of spillage or spray</p> <ul style="list-style-type: none"> • Sport should take place outside | CTs TAs | Ongoing | |
| Spread of covid-19 through lack of social distancing at the start and end of the day | Transmission to the school community | Pupils Staff Parents and carers | <p>Issue information to children, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus</p> <p>Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up and entrance and exit point</p> <p>Inform each year group and their parents of their allocated times for the beginning and end of their school day</p> <p>Start of day-</p> <ul style="list-style-type: none"> • Only 1 parent to attend with child • Parents asked not to congregate at school entrance and exits; if waiting for allotted time, to wait away from school • Parents to follow one-way system with child. Child walks to line. • Parents to leave school after drop off by following | HT HOS HOS HT LT HT LT HT LT HT | 17.07 Ongoing 17.7 17.07 Ongoing Ongoing Ongoing Ongoing | HT LT SBM Ongoing |

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| | | | <p>regard to transport. Inform parents and pupils of restrictions and plans relating to school transport</p> <ul style="list-style-type: none"> • Issue information to pupils in relation to restrictions on their movement around the site <p>Handover from breakfast club to class: all children collected at 8.30</p> <p>Handover to after-school club from class or children sent to hall or resource area</p> <p>Handover from parent to breakfast club: Parents informed to bring N/R/1 children to external door in corridor between 7.15-8.15; 2/3/4/5/6 children to arrive in playground and called into hall</p> <p>Handover to parent from after-school club: N/R/1 collected by parents from external corridor door between 3.30 and 5.30; 2/3/4/5/6 sent from hall to parents</p> <p>2/3 and 4/5/6 pupils to be separated in hall to maintain class bubbles</p> | <p>CTs</p> <p>Breakfast and afterschool club staff/ CTs</p> | <p>1.09 Ongoing</p> <p>7.09 ongoing</p> | |
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| Transport and journeys to school | Transmission to the school community | Pupils Parent or carer | <p>Parents informed that only 1 should accompany child</p> <p>Parents are encouraged to walk or cycle with their child to school where possible</p> <p>All children must be accompanied and collected by a named adult or consent to walk alone must be given (Yr. 6)</p> | <p>HT</p> <p>HT</p> <p>HT</p> | <p>17.07 ongoing</p> <p>1.09 ongoing</p> <p>1.09 Ongoing</p> | HT |
| Pupil or staff or any other adult displays covid-19 symptoms while at school | Transmission to the school community | Pupils Staff | <p>Staff are informed that if anyone demonstrates a new continuous cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19)infection” which sets out that they must self-isolate for at least 7 days and should arrange a test and other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms; staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19</p> <p>Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with</p> | <p>HT</p> <p>HT LT</p> | <p>14.07</p> <p>1.09</p> | HT |

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| | | | <p>government guidance on what to do if a pupil or staff member becomes unwell</p> <p>All staff are informed of the procedure in school relating a pupil becoming unwell in school</p> <p>Any pupil who displays signs of being unwell is immediately reported to an SLT member</p> <p>Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home</p> <p>Leaders establish a rota for cover in the instance that staff have to self-isolate</p> <p>Any siblings of the symptomatic child should also be isolated separately and go home and parents advised of the guidance</p> <p>If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door (after-school club). Depending on the child's age, they can be supervised through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be</p> | <p>HT</p> <p>All staff</p> <p>All staff</p> <p>HT LT</p> <p>SLT CTs</p> <p>SLT</p> | <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | <p>worn by the supervising staff member.</p> <p>If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom (after-school club bathroom) and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform EG, SBP, HR, HL or TM immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door)</p> | <p>SLT Cleaners CTs Tas</p> | <p>Ongoing</p> | |
| | | | <p>The children in the room with the child showing symptoms (or from the same household as the child showing symptoms) should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use</p> | <p>SLT Cleaners</p> | <p>Ongoing</p> | |
| | | | <p>In an emergency call 999 if they are seriously ill or injured or if their life is at risk</p> | <p>SLT All staff</p> | <p>Ongoing</p> | |
| | | | <p>If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or the person subsequently tests positive</p> | <p>All staff</p> | <p>Ongoing</p> | |

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| | | <p>or they have been requested to do so by NHS Track and Trace. They must wash their hands thoroughly for 20 seconds with soap and water or use sanitiser after coming into contact with someone who is unwell.</p> <p>Parents (and staff) to be informed by letter at start of term and on collection of a child with symptoms that they must book a test, must not come into school if they have symptoms, must self-isolate if they develop symptoms at school, must provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS Track and Trace must self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or tests positive for COVID-19. Parents and staff to be asked to inform the school of test result.</p> <p>Where the child or adult tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can return to the setting; if they have another virus such as a cold, to stay self-isolating until better.</p> <p>Where the child or adult tests positive, they should follow the “stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection” and must continue to</p> | <p>HT</p> <p>HT LT</p> | <p>1.09</p> <p>Ongoing</p> | |
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| | | <p>self-isolate for at least 10 days from the onset of symptoms and return to school only if they do not have symptoms other than a cough or loss of sense of smell/ taste. The 10 day period starts from the day when they first became ill. If they have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of the household should keep self-isolating for the full 14 days.</p> <p>The Headteacher will contact the local health protection team who will conduct a rapid assessment and will advise school on appropriate action.</p> <p>A list of pupils and staff in each bubble and close contact that takes place between children and staff in different bubbles to be maintained.</p> <p>Letter from the health protection team to be distributed to parents and staff.</p> <p>If someone in a bubble that has been asked to self-isolate subsequently develops symptoms within their 14 day isolation period, they should get a test and if it is negative, they must remain in</p> | <p>HT</p> <p>LT</p> <p>HT</p> | <p>Ongoing</p> <p>Ongoing</p> <p>As directed</p> <p>Ongoing</p> | |
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| | | | isolation for the remainder of the 14 day isolation period or if it is positive, must inform the school, self-isolate for at least 10 days from the onset of their symptoms and their household must self-isolate for 14 days from when the symptomatic person first had symptoms | | | |
| Transmission to staff when administering first aid | Transmission to the school community | Staff | <p>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</p> <p>Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)</p> <p>First Aid stations to be closed off and cleaned after use</p> <p>Pupils to avoid activities which heighten risk of injury</p> <p>First Aider to check supply of first aid resources weekly and expiry</p> <p>Asthma pumps and epipens to be available in classrooms</p> <p>Medical lists compiled and available to provide medical details for every child in school, including allergies</p> <p>All staff have received emergency first aid training</p> | <p>MF</p> <p>First Aiders</p> <p>First aiders Cleaning staff</p> <p>CTs TAs</p> <p>MF</p> <p>MF LT CTs HOS</p> <p>HOS/HT</p> | <p>1.09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>17.07</p> <p>Current Ongoing</p> | HT/LT |

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| | | | <p>First Aider at Work training completed by all staff</p> <p>First Aid at Work staff on site</p> <p>First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal</p> <p>PFA on site</p> | <p>All Ts and TAs</p> <p>All staff</p> <p>All staff</p> <p>LT</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Poor pupil behaviour increases the risk of the spread of the infection | Social distancing is compromised by poor behaviour | Pupils Staff | <ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. | <p>CTs</p> <p>LT CTs TAs</p> <p>HOS SENCO</p> | <p>3.09</p> <p>3.09</p> <p>3.09</p> | HT/LT |
| Transmission to staff due to need for handling | Transmission to school community | Staff Pupils | <p>Pre-empt by providing additional support to pupil (1:1 TA to maintain social distancing if possible and use PPE if not - inform parents if used)</p> <p>Avoid or abort activities that will heighten/ are heightening child's anxiety</p> | <p>CTs TAs</p> <p>CTs TAs</p> | <p>Ongoing</p> <p>Ongoing</p> | HT/LT ongoing |

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| | | | <p>If a child is not posing a risk of injury to themselves or others, remove all other children to another room and observe pupil, using de-escalation techniques until calm. If self-injuring, wear PPE when carrying out handling (to be available in classroom)</p> <p>Handling plans and risk assessments in place for identified pupils; seek external advice if appropriate</p> <p>Plans should be shared, understood and followed by staff working with those children</p> <p>Prepare social stories to support pupils with autism/ learning needs (highlighting changes to classrooms/ arrangements/ use of PPE, for example) and share with parents and pupils prior to pupils returning to school</p> <p>Call for parent to remove child from premises. If appropriate, child to be excluded.</p> | <p>SLT CTs TAs</p> <p>HOS SENCO</p> <p>HOS SENCOs</p> <p>SENCO</p> <p>HT</p> | <p>Ongoing</p> <p>17.07</p> <p>1.09</p> <p>1.09</p> <p>Ongoing</p> | |
| Vulnerable pupils and pupils with SEND do not receive appropriate support | Vulnerable pupils and SEND pupils are not well supported with mental health | Vulnerable pupils SEND pupils | <ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. | <p>LT</p> <p>SENCO</p> | <p>1.09</p> | <p>HT 1.09</p> |

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| | | | As a result, pupils with SEND and those concerned about returning to school are well supported. | | | |
| Increased number of safeguarding concerns reported after lockdown | Increase in number of safeguarding concerns is not addressed effectively | Pupils with safeguarding concerns | <ul style="list-style-type: none"> One DSL on site during day or contactable by 'phone; DDSL on site Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p> | HT/LT HT DSL | 1.09 1.09 ongoing | HT/LT 1.09 ongoing |
| Emergency evacuation due to fire etc | Evacuation procedures do not take account of changes in systems, processes and location of staff and pupils | Pupils Staff | <ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained as much as possible Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each half-term. <p>As a result, social distancing is maintained as much as possible in the event of an emergency evacuation</p> | HT LT HT LT CTs | 1.09 2.09 Ongoing | HT |
| Transmission to staff and pupils through inappropriate/insufficient cleaning | Transmission to school community | Cleaners Pupils Staff | <ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening | HT LT SBM | 25.08 | HT SBM Ongoing |

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| | | | <ul style="list-style-type: none"> • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided and availability regularly checked; all staff are aware of need to use PPE when cleaning required in any situation, in classroom or other locations over the day • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures • Where possible, cleaning staff given additional hours to increase the regularity of cleaning • 1 cleaner on site during the day • Whilst pupils are at breaktime/lunchtime, cleaner to clean tables/door handles with a disinfectant (sprayed onto disposable cloth)/wipes. Gloves and aprons and, if appropriate, masks and eye protection to be worn during this and hands washed afterwards • Disposable gloves/wipes are next to photocopiers/printers | <p>HT LT</p> <p>SBM Admin Staff</p> <p>LT</p> <p>HOS</p> <p>Cleaning staff</p> <p>Cleaning staff</p> <p>Cleaning staff</p> | <p>1.09</p> <p>Ongoing</p> <p>Weekly</p> <p>17.07</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | <ul style="list-style-type: none"> Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). Waste is removed during and at end of the school day <p>As a result, high standards of cleanliness are maintained in school.</p> | Cleaning staff SBP | Ongoing | |
| | | | | Cleaners | Ongoing | |
| Contractors, deliveries and visitors increase the risk of infection | Transmission to school community | Pupils Staff | <ul style="list-style-type: none"> All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (if possible, contractors should work outside school hours) Agree arrival and departure times with visitors All contractors/visitors to wash hands on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors/ visitors work are cleaned in line with government guidance | Admin. Staff | Ongoing | HT/ LT SBM Ongoing |
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| | | | <ul style="list-style-type: none"> Contractors/ visitors to bring own food, drink and utensils onto site. Physical distancing and hygiene requirements explained to contractors/visitors on arrival | Admin. Staff | Ongoing | |
| | | | <ul style="list-style-type: none"> Staff who receive deliveries to the school to wash hands in line with government guidance after handling | Admin staff | Ongoing | |
| | | | <ul style="list-style-type: none"> Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries | Admin staff | Ongoing | |
| | | | <ul style="list-style-type: none"> If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building | Admin staff | Ongoing | |
| | | | <ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made. | Cleaning staff | Ongoing | |
| | | | <ul style="list-style-type: none"> A visitors record to be signed on arrival | Admin staff | Ongoing | |
| | | | <ul style="list-style-type: none"> If possible, 72 hours isolation for goods maintained | All staff | Ongoing | |
| | | | <ul style="list-style-type: none"> Supply teachers and TAs to receive instruction from LT on arrival | LT | Ongoing | |

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| | | | As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised. | | | |
| Stress upon staff members | Mental health | Staff | Clinically vulnerable, clinically extremely vulnerable shielded at home or role changed. | HT | 1.09 | HT LT Ongoing |
| | | | BAME staff are risk assessed to ensure safety measures are in place, including possibility of staying at home or changing role | HT | 17.07 | |
| | | | Induction prior to starting over TEAMS or in written form | HT | 14.07 | |
| | | | Regular feedback and updates for staff on site | HT LT | Ongoing | |
| | | | Staff aware of need to report concerns to managers at induction meeting | HT | 14.07 | |
| | | | Systems and processes for control of risk are in place and regularly reviewed in light of experience | HT/ LT | Ongoing | |
| Breakfast and after school club | Transmission of infection beyond class bubbles | Pupils Staff | As per government guidance, extend bubble to cover a wider set of pupils: | HT LT Staff | 3.09 | HT LT Ongoing |

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| | | | <p>Group children in 3 bubbles that correspond as closely as possible to class bubbles (N/R/1; 2/3, 4/5/6)</p> <p>Keep 2 bubbles in hall, 1 in resource area; other staff not to enter area when in use</p> <p>Bubbles to be kept separate by 3 metres (markers to be laid in hall)</p> <p>Only cereals provided in hall</p> <p>Cleaning of resource area immediately after breakfast club and after-school club</p> | | | |
| Face coverings from home | Spread of infection from objects brought into school from home | Pupils Staff Parents | <p>If staff or pupils wear face coverings to school, they must wash their hands on arrival, dispose of temporary face coverings in the closed bin or place reusable coverings in a plastic bag to take home with them, and then wash their hands again.</p> <p>Pupils and staff must not touch the front of their mask during use or when removing them; staff must instruct pupils of this.</p> | Staff | Ongoing | HT |
| Emergency evacuation due to fire etc. | Evacuation procedures do not take account of changes in systems, processes and location of staff and pupils | Pupils Staff | <ul style="list-style-type: none"> • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained as much as possible • Leaders to communicate procedures to all staff | HT LT SBM HT LT | 1.09 2.09 | HT |

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| | | | <ul style="list-style-type: none"> • Staff to communicate emergency evacuation procedures to pupils at start of each half-term • Staff to be aware that in an emergency, social distancing does not apply • Check fire doors are working and free of damage • Check fire exits are clear, working and free of damage • Ensure PAT certificates are current • Ensure gas safety certificate is current | CTs TAs CTs TAs SBM SBM SBM SBM | 3.09 Ongoing 1.09 1.09 1.09 1.09 | |
| Standard health and safety practices are not carried out | Safety standards in the school may drop because of focus on COVID-19 measures | Staff Children | Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out Systems are subject to routine flushing | HT SBM CTs | Ongoing | HT |
| Educational visits | Risk of COVID-19 transmission | Staff Children | All educational visits cancelled or postponed | HT EVC All staff | Ongoing | HT EVC |
| Music | Risk of COVID-19 transmission | Staff Children | Avoid singing, chanting, playing wind or brass instruments and shouting Choirs not to take place (Awaiting forthcoming DfE guidance) | CTs TAs | Ongoing | HT LT |
| DSE | Staff risk posture problems and pain, discomfort or injuries from | Staff | Regular breaks from computer | SBM HT | 7.09 | HT |

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| | overuse or poorly designed workstations or work environments | | <p>DSE assessments to take place- all employees to be trained to assess their work station</p> <p>Eye tests provided where needed</p> <p>Lighting, temperature, noise level controlled</p> | | | |
| Meetings | Risk of COVID-19 transmission | Staff Visitors Contractors | <p>Remote tools used where appropriate</p> <p>Number of staff attending in person meetings is minimised</p> <p>2 metre distance between participants is maintained</p> <p>Hand sanitiser is available in room</p> <p>Windows are opened for ventilation</p> <p>Participants to avoid sharing resources or food</p> | All staff | 1.09 | HT Meeting organiser |