

FULL SCHOOL RETURN - COVID-19

[Back to index](#)

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Comments and Actions	Residual Risk Rating H/M/L	Additional action Required?	
						Yes	No*
Exposure to COVID-19			<ul style="list-style-type: none"> The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). 	<ul style="list-style-type: none"> <u>See detailed hazards and actions below.</u> <u>Social distancing will be adhered to wherever it is feasible to do so throughout this Risk Assessment.</u> 			
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Inform Parents of the entrance and exit points in advance to the new term starting via letter or other communication systems. Consider where possible, having a one-way system introduced when parents bring pupils to school Parents wishing to talk to staff must make an appointment (first instance telephone conversation) Social distancing between adults (Parents and Staff) to be adhered to. 	<ul style="list-style-type: none"> Separate entrances so no one way system required. Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact Bagels will not be available in the first week whilst new arrangements are bedded in. Will be reviewed after that. Parents to be informed. Transport plan from LA reviewed - TW 	M		✓
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> Pupils are to attend school in school uniform as these are easily cleaned (washing machine) They do not require cleaning any more than usually. 		L		✓

Face Masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Signs or posters in place on how children remove face masks correctly or information given on newsletters prior to start of new term. • Removal of face masks at the school gate for Pupils and Staff. • Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. 	<ul style="list-style-type: none"> • Donning and doffing instructions in each classroom in Covid Caddie. • TJS to ensure in each classroom, currently only in 'bubble rooms'. • Process of 'removal of masks' at the school gate to be determined and communicated. • Parents to be made aware re the need for a 'plastic bag' for all reusable masks. Posters school entrances TJS Done 10.09.2020 	L	✓	
All year groups returning to school	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> • Consider staggered start and finish times for various year groups to reduce the amount of pupil numbers. • Consider one way system. • Consider various entrance gates for year groups. • Timetable and use of classroom/cloakrooms reviewed to reduce movement. 	<ul style="list-style-type: none"> • Staggered start and one way system considered, but not deemed necessary at this time. • Nursery/Sparkles start times are already different from main school. • Separate/spacious entrances have deemed staggered times are not required. • Changes made to cloakrooms to reduce movement around school. • Will keep under review. (Latest review 09.09.2020) 	L		✓

<p>Prevention of Infection The following must be in place in schools at all times:</p>	<p>Pupils Staff Parents Others</p>	<p>Risk of spread of infection</p>	<ul style="list-style-type: none"> Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). <p>All schools must follow this process and ensure all staff are aware of it.</p> <ul style="list-style-type: none"> If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. 	<ul style="list-style-type: none"> Posters around school to inform all of this. 			
<p>Prevention of Infection Must be properly considered and schools must put in place measures that suit</p>	<p>Pupils Staff Parents Others</p>	<p>Risk of spread of infection</p>	<ul style="list-style-type: none"> minimise contact between individuals and maintain social distancing wherever possible 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	<ul style="list-style-type: none"> Details of how this being implemented is covered within this RA. 			

their particular circumstances.			<ul style="list-style-type: none"> 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 			
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) All pupils must wash their hands on arrival at school 	<ul style="list-style-type: none"> Each classroom has its own sink, antibacterial handwash and hand santiser. Teachers to monitor and return empty items to the school office to be replenished. 	M	✓
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> Pupils and Parents informed to keep items brought into school as a minimum Only lunch boxes, coats, and bags permitted. 	<ul style="list-style-type: none"> Cloakrooms have been swapped to reduce possibility of contamination between classes. 	M	✓
Classroom set up	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classrooms need to be set up with side by side seating (horseshoe or rows). Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. 	<ul style="list-style-type: none"> Actively teach 'Catch it, bin it, kill it' TJS to ensure posters in all classrooms, not just bubble rooms. Children will require a labelled bottle for drinking water. No cups will be provided. TW to source bottles that school could possibly buy. Done 01.09.2020 TW 	M	✓
Class / Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Where possible children are to be kept in their class / year bubbles and not to mix with other bubbles. 	<ul style="list-style-type: none"> 4 bubble groups have been set up as detailed below: <ol style="list-style-type: none"> EYFS KS1 LKS2 UKS2 	M	✓

Classroom Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Teaching staff must keep that safe distance where possible when teaching. Pupils old enough to understand will be informed not to touch staff and their peers where possible. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. Removal of an unnecessary furniture. 		M		✓
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Where possible keep the use of resources to each allocated bubble. Pupils should use their own pencils and pens and not share. All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. 	<ul style="list-style-type: none"> Covid Caddie containing all cleaning equipment and PPE will be in place in each classroom. TJS to ensure Covid Caddies in each classroom. <i>All done TJS 01.09.2020</i> Teachers to ensure cleaning takes place in their classroom. 	M		✓
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 		M		✓
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Unnecessary taking home of equipment / resources discouraged Cleaning as above if items are taken home. 		M		✓
Assemblies Collective Worship	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Keep assemblies separate to individual bubbles 	<ul style="list-style-type: none"> Consider Assemblies of 2 'bubbles' distanced in Hall. Designated and separate entrance and exit doors to be implemented. 	L		✓
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Autumn term trips can commence, however they must be non-overnight trips only 	<ul style="list-style-type: none"> Existing YR5 residential trip to Shugborough in 	L	✓	

			<ul style="list-style-type: none"> • These trips should include any pupils with SEND connected with their preparation for adulthood. • Make use of outdoor spaces in local areas • Full suitable and sufficient risk assessments to be put in place for each trip 	September 2020 to be rearranged. SS to action. <ul style="list-style-type: none"> • Trip postponed, awaiting confirmation of a rescheduled date. SS 09.09.2020 			
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils who have complex needs or who need close contact care, will continue as normal. • A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. 	<ul style="list-style-type: none"> • Review if any additional Risk Assessments are required for staff. • SLT to determine and action 	M	✓	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> • It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. • Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; • Schools' responsibilities to record attendance and follow up absence. • The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. 	<ul style="list-style-type: none"> • Record required of staff and pupils in any group/bubble. This will be done via registers and timetables. • SLT to ensure. 	L		✓
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> • Inform supply staff of the arrangements and Risk Assessments in place. • Consider using longer assignments for supply teachers and/or other staff • Where possible minimise their movement around school and keep them in the same bubbles 	<ul style="list-style-type: none"> • No requirements at present, keep under review. 	L		✓
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term • Where possible keep pupils in their year groups or bubbles 	<ul style="list-style-type: none"> • Review the demand for this service. • Consider use of 2 rooms to allow KS2 and KS1 to be separated. 	M	✓	

			<ul style="list-style-type: none"> • Where not possible look at consistent small groups only. • Arrange for same staff to deliver before and after care provision to reduce risk. 	<ul style="list-style-type: none"> • Current numbers in BC/ASC v low to allow this to be possible. SLT to monitor and review. • TJS to ensure all pupils are booked in, in advance and all necessary forms have been completed before anyone can attend BC/ASC. Done TJS/ongoing 			
Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> • Look at reducing risk of using particular instruments and allowing large groups • If able can lessons take place outside • No sharing of woodwind instruments • Good Ventilation required • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	<ul style="list-style-type: none"> • Entrust Instrument lessons not available for Autumn Term. Review if this becomes relevant. • For Rock It Music, keyboard or steel band only, no woodwind instruments. • Pupils to sit in side by side in rows. 	M		✓
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Outdoor sports where possible and contact sports avoided. • Maximise distance between pupils • Equipment used must be scrupulously cleaned after each use • Encourage activities such as active mile. • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. 		L		✓
Children requiring using the toilet.	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. • Toilet areas cleaned on a regular and frequent basis. 	<ul style="list-style-type: none"> • Bubbles 1 and 2 have use of their own toilets. Bubble 3 and 4 will share a toilet block, but toilets and sinks will be labelled for use by 	M		✓

				<p>either Year 3/ 4 or Year 5/6.</p> <ul style="list-style-type: none"> At lunchtime LTS's to monitor the number of children using the toilet from their bubble at any one time. New signage to be put up in toilets. TJS to action. Done 29.08.2020 TJS. 			
Break times	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside. Staggered break times for individual bubbles or year groups if space is an issue. Look at providing activities which can abide by the social distancing rules. Supervising staff must keep a 2-metre distance from each other at all times where possible 	<ul style="list-style-type: none"> Children will be required to bring their own snack at breaktime. Will not be able to purchase from canteen. Children and Parents to be informed. TW to action. Done 01.09.2020 TW Break times will be staggered/ be in different areas. 	M		✓
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Minimise the use of staff rooms where possible or a rota system in place if no other available rooms. The staff room may be taken out of use and staff eat in other designated areas or stay in their bubbles. Staff from different bubbles must sit at least 2 metres apart from each other Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. Staff must be able to heat food and make a warm drink 	<ul style="list-style-type: none"> Chairs in staff room to remain taped off. Capacity in staff room increased from 3 to 6 persons at any one time. Signs in staff room to be updated. TJS to action. Done 29.08.2020 TJS Community Room to be put into use also with a capacity of 6 persons. Posters to be put up to advise re this. TJS to action. Done 29.08.2020 TJS 	L		✓

Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Dispose of all cloths in a closed bin and empty on a regular basis. 	<ul style="list-style-type: none"> • Covid caddie in all classrooms will provide all equipment they need. TJS to action. Done 29.08.2020 TJS • Dettol spray added to caddie for use on 'hard to wipe' surfaces. Done 29.08.2020 TJS • Teachers to ensure cleaning undertaken in their classrooms. 	M		✓
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Rota system in place for children to eat a hot meal / sandwiches • Where possible encourage children, who are sandwiches only to eat outside (older children) or use of a designated area. • This may be year groups and where possible keeping the bubbles apart as much as possible • Tables and chairs to be cleaned between each year group using the dining hall. • Lunchtime staff and kitchen staff to maintain social distancing where possible from children. 	<ul style="list-style-type: none"> • Lunch will be served in a combination of the dining hall and bubble rooms as below: • 12:00 Rec eat in Hall • 12:00 Year 1 & Year 2 eat in classrooms • 12:15 – 12:45 Year 3 & Year 4 eat in classrooms • 12:45 – 13.15 Year 5 & Year 6 eat in Classrooms.(Updated from Hall to room for Years 5/6 following review of lunchtimes on 03/09/2020 TW). • Adult food collection from kitchen for food to be eaten in classrooms. • Only packed lunches to be served from kitchen initially. • Information to go to all parents advising re above 	M	✓	

				<p>and requesting sandwich choices for their children. To be actioned by JA. Done 29.08.2020 TJS</p> <ul style="list-style-type: none"> LTS will be allocated to a bubble. Done. Additional staffing to allow this to happen. Done 01/09/2020 TW 			
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact 	<ul style="list-style-type: none"> Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Review personal care plans to assess PPE requirements based on individual circumstances. First aid to be undertaken in ‘bubble’ where ever possible. Additional KS2 playground ‘First Aid Station’ to be set up. TJS to action. Done 29.08.2020 TJS 	M		✓
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids <p>ADULTS</p> <ul style="list-style-type: none"> In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. Use of a defib if available. Always wash hands after contact <p>CHILDREN</p>		M		✓

			<ul style="list-style-type: none"> In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. Use of a defib if available. Always wash hands after contact 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	<ul style="list-style-type: none"> Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE. Where this is not available contact Local Resilience Forum/LA. 	M	✓
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> When staff are carrying out any intimate care they must: (as per their usual requirements) Wear gloves Wear an apron Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. 	<ul style="list-style-type: none"> See individual Risk Assessments and EYFS section. 	M	✓
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider short contact only. Wash hands after contact 		L	✓

Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings. 		M		✓
Pupils who are shielding	Pupils	Risk of infection	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately 	<ul style="list-style-type: none"> • High risk child - to address as part of Autumn Term Care Plan review. CJ to action. • Full training for staff and parent done on PD day (01/09/2020). Parent also a LTS allocated to that Year group. 	M	✓	

			<p>offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <ul style="list-style-type: none"> Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 				
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns Worry	<ul style="list-style-type: none"> From 1 August, we expect that most staff will attend school. It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. School leaders should be flexible in how those members of staff are deployed to enable them to 		M		✓

			<p>work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 			
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. • Expectant mothers risk assessments must be carried out and risk control measures put in place. 		M	✓
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	<ul style="list-style-type: none"> • TJS to email all staff to ask them to contact TW if they have any concerns at all. Done 29.08.2020 TJS 	M	✓
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Provide reassurance • Make it clear it is compulsory school age children attend school unless a statutory reason applies. 		M	✓

			<ul style="list-style-type: none"> Children with physical and sensory disabilities may need assistance with moving from one place to the next Keeping Staff Safe <ul style="list-style-type: none"> Ensure staff only supervise their pupil bubbles. Staff to have a supply of sanitising equipment and if required PPE 	<ul style="list-style-type: none"> LTS to action. 			
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> One way system in place with a staff member supervising outside to inform Consider staggered leaving times. Children released when Parent is next in queue and child will be fetched from classroom. Consider radio communication to staff in classrooms. 	<ul style="list-style-type: none"> One way system and staggered leaving times not required. To keep under review. No radio required. 	M		✓
Children leaving at the end of the school day. Walking home alone or not being collected by Parent	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Pupils to be informed of the requirement to maintain social distancing when leaving school. Staff on duty outside to ensure pupils leave in a safe manner. 		L		✓
Visitors to school and Parents wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. Parents will be discouraged in congregating around the school site. Parents to contact school via email or telephone, not via school office. Visitors to be by appointment only. <i>Any visitors or parents who do need to enter into school or the office area must wear a mask.</i> 	<ul style="list-style-type: none"> School office will remain closed to parents and visitors without appointment. Signs already in place re this. Done 29.08.2020 TJS Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. Masks to be worn. Appointments to be made outside of the times 	M		✓

				children are in school wherever feasible. <ul style="list-style-type: none"> Minimise visitors to site by using virtual meetings where possible. Signs to be put in place regarding 'masks in school'. TJS Newsletter on 14.9.20 to also reiterate this. JA 			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> Public Health England Gov.co.uk NHS DfE Department for Health and Social Care The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via 	<ul style="list-style-type: none"> Individual risk assessments carried out for staff at higher risk during partial opening. These will be reviewed in light of full opening. TJS Done 09.09.2020 Risk Assessments to be put in place as necessary for those exiting shielding on 1 August 2020. Done 09.09.2020 TJS PD Day 1.9.2020 to ensure all RA/H&S issues discussed and understood by all. Infection control training powerpoint provided to all staff. TW Done Staff made aware of the Infection Control Policy at PD day 01/06/2020. Review Fire Safety procedures to ensure any measure put in place do not compromise 	M		✓

			school staff and are informed that they must tell a member of staff if they feel unwell.	evacuation routes. Done 29.08.2020 TJS <ul style="list-style-type: none"> Ensure increased ventilation measures do not compromise pupil or staff safety. Done 29.08.2020 TJS 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. Pupils are forbidden from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 	<ul style="list-style-type: none"> Review COSHH assessment for hand sanitiser and cleaning materials. – Additional COSHH sheet required for Dettol spray TJS to action Review cleaning schedules. TW – Done Signage used to promote hygiene and social distancing. Done 29.08.2020 TJS Review stocks of soap, hand sanitiser, tissues. Done 29.08.2020 TJS 	M		✓
Response to any infection	Heads of School	COVID 19	<ul style="list-style-type: none"> Engage with the NHS Test and Trace process 				

			<ul style="list-style-type: none"> 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant. 			
Track and Trace	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms. All children can be tested (including children under 5) They should provide details of close contacts if they test positive or if asked by NHS track and Trace Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 	<ul style="list-style-type: none"> TW to include in letter to parents. Posters re not coming into school if showing symptoms are at all entrances. Done 01.09.2020 TJS 	M	✓
Testing Negative	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> 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. 		M	✓
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of their household should continue self-isolating for the full 14 days. 		M	✓
Manage positive cases amongst the	School Head Teacher	COVID 19	<ul style="list-style-type: none"> Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team 	<ul style="list-style-type: none"> TJS to insert contact number of HPT. PHE West Midlands North Health Protection Team, 	M	✓

school community			<p>will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. 	<p>Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SR</p> <ul style="list-style-type: none"> Tel: 0344 225 3560 (option 0 then option 2). SCC Health, Safety & Wellbeing Service. Tel: 01785 355777 Email: shss@staffordshire.gov.uk 			
Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. 		M		✓
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. 	<ul style="list-style-type: none"> SENCo office/ meeting room and disabled toilet. Distribute LOCP to all staff. TJS to action. Sent to all in email on 28.08.2020. Also covered in training on 01.09.2020 TJS 	M		✓

			<ul style="list-style-type: none"> • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 				
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	<ul style="list-style-type: none"> • Letter reminding parents to all. • Posters already in place. • Pupil Risk Assessments to be place where necessary. CJ to action. 	M	✓	

			<ul style="list-style-type: none"> • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	<ul style="list-style-type: none"> • SS/KB to undertake on days not in class. 	M	✓
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. 		M	✓

			<ul style="list-style-type: none"> The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> All door handles All tables and chairs used by staff and pupils Toilet flushes and regular cleaning of toilets. These should be carried out as a minimum of twice a day All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 	<ul style="list-style-type: none"> Doors left open where possible to minimise contact Toilets to be wiped down regularly. Schedule/check lists in place. Cleaners aware of double bagging. 	M	✓
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Site Staff to ensure school is safe and ready for opening in Autumn term All statutory testing and in-house testing carried out. Ensure there are plenty of wash areas for staff and pupils to wash hands Ensure Legionella risks have been managed and all appropriate testing carried out. 	<ul style="list-style-type: none"> All statutory inspections have been kept up to date throughout Done 29.08.2020 TJS Separate RA for Site staff. 	M	✓
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 		L	✓

Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	<ul style="list-style-type: none"> A record of all visitors attending school must be kept for 21 days. TJS/JA to ensure. 	M		✓
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	<ul style="list-style-type: none"> Kept via SIMS. Updated version of whole school contacts to be in put in emergency grab bag and a copy held wo9th SLT. JA to action 	M		✓
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Involve workers in completing risk assessments so they can help identify potential problems and identify solutions Keep workers updated on what is happening so they feel involved and reassured. 		M		✓

Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 		M		✓
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 		M		✓
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> Always follow the statutory safeguarding guidance Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals Communication with other agencies and school nurse for pupils not seen in school prior to return. 		M		✓
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. 	<ul style="list-style-type: none"> School has Emergency Policy which includes Business Continuity. If an outbreak was to happen school would follow the advice as detailed in the 'Manage confirmed cases of Coronavirus amongst the school community' guidance from the DfE and would potentially 	M		✓

				revert to the 'Vulnerable only Risk Assessment' .			
--	--	--	--	---	--	--	--

EYFS							
EYFS room organisation	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> The activities must be set up as far away from each other as much as possible. EYFS to try and minimise the amount of children in one activity area. Tissues available on each table and encourage children to use when coughing or sneezing and they must go into a bin after one use. 	<ul style="list-style-type: none"> See additional EYFS information and activities and planning. Additional training given on PD day. 	M		✓
Story Time Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible try and ensure children are spaced out from each other as much as possible. Consider placing circle mats on floor for children to sit on. 		L		✓
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet and where possible accompany them to ensure this is carried out. 		L		✓
Free time (free flow) Infection Control	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside. Look at providing activities which can abide by the rules or minimising the amount of children in one area. 		M		✓
Intimate Care Changing nappies or clothes	Staff	Lack of Infection Control	<ul style="list-style-type: none"> When staff are carrying out any intimate care they are advised to: Wear Gloves Wear an apron Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. 		M		✓

Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils 		L		✓
Play areas Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are outside or there is a break between morning and afternoon sessions, clean tables, equipment and door handle with a mild disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. 	<ul style="list-style-type: none"> Covid caddie in all classrooms to ensure all equipment is available. 	L		✓
Refreshments for children Infection Control	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children will sit in small groups Wear gloves when preparing any fruit or toast Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks. When clearing up ensure gloves are worn when picking up / disposing of leftover food. Wash all utensils in hot soapy water. 		M		✓

Review History	Date
Original version circulated to all staff and put on the school's website	10.07.2020
Updated following Government /LA Guidance and circulated to all staff.	29.08.2020
Reviewed with all staff and updated on website	01.09.2020
Reviewed at staff meeting	08.09.2020
Reviewed and updated TW/TJS	09.09.2020