

Coronavirus (COVID-19): Risk Assessment for pupils and staff at school Becket Primary School

Assessment conducted by S.James	Job title: Head Teacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: Updated 4 th March 2021	Review interval: At least Half Termly	Date of next review: 1 st April 2021

Related documents

Infection Control Guidance, First Aid Policy, Fire Safety Policy, Health and Safety Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy, GDPR, Whistleblowing policy, SEND Policy, Intimate Care Policy, Attendance Policy, Staff Code of Conduct

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

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should only close following guidance from the local health protection team.

Governing Bodies are involved in the decision-making processes.

Risk assessment compliance

The following Risk Assessment has been written in consultation with staff, parents, pupils and Governors. This risk assessment is based on Government Guidance and Public Health Advice issued for all schools to reopen on March 8th 2021 to all pupils. In preparation for the return of all pupils this risk assessment has been designed to comply with Health and Safety Law but also to put into place proportionate protective control measures against risks posed. This Risk Assessment has been created around the following core principles:

- A requirement that people who are ill stay at home.
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Track and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable.
- Adequate ventilation of all work spaces.

Designated Safeguarding Lead (DSL)

A DSL or their deputies will be on site at all times where reasonably practical. Where this cannot be the case a member of the wider Senior Leadership Team will be available to receive concerns or these can be logged via the email address: safeguarding@becket.derby.sch.uk.

Communication in school

Communication in school will continue via email and Microsoft teams. Small face to face meetings may be held but only as a last resort and must adhere to social distancing rules laid down in the latest government advice.

Distancing

The school building poses difficulties for our pupils to maintain social distancing as classrooms are so small. 30 children in a working space would compromise social distancing in all classrooms. Quality First Teaching requires interaction with children that does not meet the requirements of social distancing but is necessary for the well-being of pupils. We cannot therefore make any guarantees that social

distancing will be adhered to in working groups whilst teaching but we will aim to minimise the number of people that children come into close contact with and take reasonable steps to promote social distancing around school..

The school has remained open since lockdown so all routine health and safety checks e.g water testing, fire alarm tests etc have been included as normal in the caretaker's routines. These will continue as per the normal schedule of checks.

Area for concern	Who may be affected?	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom? Where recorded?	Achieved / Deadline / Review Date	Risk rating following action H/M/L
Key: Achieved / Deadline / Review date: Green: Date completed / Amber: In place but will be an ongoing control to monitor / Red: In place but to be completed or future date set							
Communication Awareness of policies and procedures	All	H	This completed risk assessment is shared with staff. Signatures are obtained. Staff are encouraged to give regular feedback on the effectiveness of these control measures and plans, share suggestions and identify additional touch points.	Y	All	1 st April 2021	M
			The relevant control measures from this risk assessment are communicated to parents (via email and letter), carers, pupils and visitors. Signage is installed wherever necessary as a reminder.	Y	SJa/JBU		M
			All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: Health and Safety Policy ✓ Infection Control Guidance ✓ First Aid Policy ✓ Intimate care policy ✓ Test and Trace procedures ✓ Sickness absence reporting procedures	Y	SJa + All staff		M

		<p>All parents and carers are aware of changes/updates to relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Attendance Expectations • Safeguarding Policy • Home-School Communication • Parent and pupil behaviour protocols • Test and trace procedures 	Y	SJa/JB u	1/4/21	M
		<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <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' 	Y	All staff		M
		<p>The relevant staff receive any necessary guidance that helps minimise the spread of infection, e.g. infection control training, hygiene control expectations/routines.</p> <p>The school keeps up to date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> • DfE • NHS • Department of Health and Social Care • PHE • The school's local health protection team (HPT) 	Y	All staff	weekly	M
		<p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email, virtual meetings and in exceptional circumstances face-to-face briefings in small groups following social distancing.</p>	Y	All staff		M
		<p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and Dojo – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p>	Y	SJa/JB u	1/4/21	

		Pupils are made aware of the school's infection control procedures in relation to coronavirus via Dojo and 'group input' when they return to school, they are informed that they must tell a member of staff if they begin to feel unwell.	Y	All staff		
		Data Protection Policies and principles of GDPR are always followed – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Y	All staff		
		Share a list of touch points and surfaces that will receive regular cleaning. These will include door handles, WC flush handles, WC vanity surfaces, taps, push plates, dining tables, door and gate entry systems, photocopier control panels.	Y	Cleaning staff		
		Fire & Evacuation Review the fire risk assessment to consider any changes to the use of building and / or rooms within it. Fire Procedures updated and shared with staff. Fire drill planned and held.	Y	All staff		
		Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc.	Y	All staff		
		Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight).	Y	Site manager/ Headteacher		1/4/21
		Safe egress from the building MUST be considered during any reconfiguration of room layout / usage. Staff to consider order with which children evacuate each class.	Y	Class Teachers		1/4/21
		The fire assembly point has been reviewed to maximise 'distancing' whilst maintaining safe distance from the building – no changes in fire assembly points but recommended social distancing to be enforced.	Y	All staff		
		Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils, where required. (PEEPs to be addressed when new pupils are admitted to Reception class and needs more fully understood).	Y	EYFS Staff/ SENDc o		1/4/21

Public Health Advice: System Controls							
Public Health Advice: System Controls	All	H	<p><u>System of control: Prevention (Must)</u></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school</p> <p><u>Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.</u></p> <p>Individuals to seek advice from NHS 119 self-isolate and then contact local testing and arrange tests for self and family.</p>				M
			Communication with parents not to send their children to school if they are showing any signs of illness. Signage around school includes this information.	Y	JBu/SJ a		
			Parents/carers advised to inform school immediately of anyone in household showing symptoms of COVID-19 and ensure they do not come to school or are collected immediately. Parent/carer to inform school of outcome of test so appropriate action can be taken.	Y	Parents	1/4/21	
			Consistent 'meet and 'greet' member of staff at each entry point to be mindful of pupil's health when entering the building. Any indication or parental comment that a child is unwell; the parent will be requested to take the child home and follow the guidance.	Y	SLT	1/4/21	
			All staff have access to Lateral Flow device tests which are used twice per week. Test results are reported to NHS. A positive outcome means that the member of staff isolates and books a PCR test to have the LFD test verified.	Y	All staff	1/4/21	
			If a member of staff displays symptoms of Coronavirus they are required to self-isolate and book a PCR test. Where a staff member test negative, they can return to school and members of their family can end the self-isolation.	Y	All staff		

			Pupils with symptoms will be encouraged to access the test this will be parental responsibility. Where the pupil tests positive, the rest of their working group will be advised to self-isolate for 14 days. The other household members of the wider group do not need to self-isolate unless their child develops symptoms themselves.	Y	Parents	1/4/21	
			<p><u>Pupil displays symptoms of COVID-19 whilst at school.</u></p> <p>Staff informed of key COVID-19 symptoms and kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Pupils and parents/carers informed of key COVID-19 symptoms.</p> <ul style="list-style-type: none"> • high temperature – this means child/adult feels hot to touch on chest or back (for a child this is above 38 degrees) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) <p>loss or change to your sense of smell (anosmia) or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p>	Y	All staff	1/4/21	
			<ol style="list-style-type: none"> 1. Pupils who develop symptoms whilst at school will be dealt with by one adult and sent home immediately. The member of staff dealing with the child will follow the Infection control guidelines. 2. Child displaying one or more symptoms should be moved to the Medical Room Signage displayed to indicate the isolation area advising “no entry. 3. If the child cannot be left alone in the Medical room, then PPE should be worn whilst supervising and distance maintained as much as possible. PPE is in the medical room. PPE includes: <ul style="list-style-type: none"> • surgical masks used conform to BS EN 14683:2019 Type IIR. • Gloves • Apron <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE must be worn:</p>	Y	All staff + Parents	1/4/21	

- Eye protection

More information on PPE can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance

4. Contact parents/carers and ask them to collect child immediately. Siblings should also be collected – they should be sent to the main reception when parent/carer arrives.
5. If they need to go to the bathroom while waiting to be collected, they should use the medical room toilet. These facilities should be cleaned and disinfected using cleaning products outlined above after use, wearing PPE (apron and gloves) by a trained individual
6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.
7. Child and siblings to be sent home and test arranged to seek verification. Child should self-isolate for at least 10 days

Fellow household members should self-isolate for 14 days from when the symptomatic person first had symptoms. They should be told not to visit the GP, pharmacy, urgent care centre or a hospital, to follow the government's stay at home guidance and access testing. Parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

8. If a child with symptoms tests negative and if they feel well and no longer have symptoms similar to coronavirus, then they can stop self-isolating. Other members of the family can stop-self isolating.
9. If a person with symptoms tests positive, then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms

Guidance: ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

		<p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. However, PPE guidance (above) should be followed, including the usage of gloves.</p> <p>PPE used in this instance should be disposed of safely in accordance with Infection control guidance.</p>	Y	All staff	1/4/21	
		<p>A person who is sent home because they have been in contact with someone who has tested positive</p> <ol style="list-style-type: none"> 1. The health protection team will provide definitive advice on who must be sent home. A person who has been in contact with someone who has tested positive will be sent home and asked to self-isolate for 14 days. 2. If a person has been in contact with someone who has tested positive and is sent home to self-isolate for 14 days, then their household does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms. 3. If a person who has been in contact with someone who has tested positive subsequently develops symptoms themselves within their 14-day isolation period, then they should stay at home and get a test. 4. If the test delivers a negative result, then they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested If the test delivers a positive result, then they should inform their school immediately, and must isolate for at least 10 days from the onset of their symptoms. 5. If the test delivers a negative result, then their household can stop self-isolating if they do not have symptoms If the test delivers a positive result, then their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms. 	Y	All	1/4/21	

			Guidance: ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’				
			A record must be kept of everyone the person has been in contact with and monitor for 21 days.	Y	JBu/SJ a	1/4/21	
			Any cases of suspected coronavirus, even if they are unconfirmed, are reported immediately to line managers (pupil or staff)	Y	All staff	1/4/21	
			<p><u>Staff member displays symptoms of COVID-19 whilst at school.</u></p> <ol style="list-style-type: none"> 1. If a staff member becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), then they must be sent home, arrange a test and self-isolate for at least 10 days 2. If a staff member becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. 3. If a person with symptoms tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID19), then they can stop self-isolating. Other members of their household can stop self-isolating. 4. If a person with symptoms tests positive, then other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms. <p>Note: 999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk</p>	Y	All staff	1/4/21	
			If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.	Y	All staff		
Public Health Advice:	All	H	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. Information shared with all staff.	Y	All staff		M
			<u>System of control: Prevention (Must)</u>	Y	All staff	1/4/21	

System Controls		<p>2) Clean hands thoroughly more often than usual</p> <p><u>Risk of transmission due to poor handwashing & hygiene</u></p> <p>All staff, pupils, contractors and visitors will be required to wash their hands with hand sanitiser or for 20 seconds with soap and running water, remembering the importance of proper drying. Note: Electric hand dryers may be used in schools:</p> <ul style="list-style-type: none"> • Before leaving home • On arrival at school • After using the toilet • After breaks / sporting activities • After any change in room • After sneezing or coughing • Before food preparation • Early Years: after using wheeled bikes, trikes and other large moveable toys • Before eating any food (including snacks) • Before leaving school 			
		Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water. Pupils are supervised by staff when washing their hands to ensure it is done correctly and reduce risks of ingestion. Small children and pupils with complex needs should be helped to clean their hands properly. Skin friendly cleaning wipes can be used an alternative.	Y	All staff	
		Visual and written handwashing guidance is displayed next to each sink.	Y	Site manager	
		Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to	Y	All staff	
		Liquid Soap dispensers are used in line with the Infection Control Policy. Sufficient amounts of soap (and hand sanitiser where applicable), clean water, paper towels, tissues and lidded waste disposal bins are supplied in all toilets, classrooms and kitchen areas. Additional soap/hand sanitizer are available for visitors at the main reception.	Y	All staff	1/4/21
		White bins allocated for used paper towels and tissues in each classroom.	Y	All staff	

		Support staff within each bubble will be responsible for checking stocks of soap and hand drying facilities at lunchtime and class teachers in each bubble throughout the day. Staff to report any issues.	Y	Support staff	1/4/21	
		Cleaning staff and facilities manager will check cleaning stock levels at the end of each day.	Y	Site manager	1/4/21	
		<p><u>System of control: Prevention (Must)</u></p> <p>3) Ensure good respiratory hygiene by promoting the ‘Catch It.Bin It.Kill It’ approach Staff to reinforce messages (to pupils and others) to:</p> <ul style="list-style-type: none"> • Avoid touching eyes, nose, mouth with unwashed hands. Wash hands immediately after doing so. • Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands • Particular pupil groups are encouraged where possible not to touch faces or put objects in their mouths 	Y	All staff	1/4/21	
		<p><u>System of control: Prevention (Must)</u></p> <p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p><u>Risk of transmission via the fixed physical environment</u> Cleaning regime reviewed to provide extra attention to hand contact points, surfaces and toilet spaces are cleaned throughout the school day. Cleaning to be carried out:</p> <ul style="list-style-type: none"> • During lunchtime • At the end of the school day • Uninterrupted clean on Friday 	Y	Cleaning staff	1/4/21	
		Bins for tissues and paper towels will be emptied at the end of the school day. Staff to monitor and empty bin more regularly if required.	Y	All staff	1/4/21	

		Staff required to conduct cleaning tasks to have received suitable and sufficient guidance for safe cleaning procedures and use of hazardous substance. Teachers/Team Support/middays to use hand towels with disinfectant provided. Hand towels disposed of after wiping down surfaces and frequent touch points.	Y	All staff		
		Daily Cleaning Cleaning contractors are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy	Y	Hands Cleaners		
		Standards of school cleaning are monitored and Quality Assured by Business Manager, Site Manager, Headteacher.and Hands Manager	Y	JBu	1/4/21	
		<ul style="list-style-type: none"> • Hard surfaces to be cleaned with soap and water prior to disinfecting. • disinfecting should be performed using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. • Use chlorine in tablet form so that it is easier to calculate dilution. New batches of solution must be made up each morning. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Hand towels and hand wash are to be checked and replaced as needed by the caretaker and cleaning staff. <p>Only cleaning products supplied by the school are to be used.</p>	Y	Hands Cleaners		
		<p>Cleaning areas where staff/child has been with coronavirus symptoms:</p> <ul style="list-style-type: none"> • Cleaning when a suspected case of Covid has been identified should be undertaken with disposable gloves apron and mask. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained. The surgical masks used conform to BS EN 14683:2019 Type IIR. <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p>	Y	All staff	1/4/21	
		Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected as detailed above.	Y	All staff	1/4/21	

		<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas such as bathrooms, door handles. The Government guidance MUST be followed for cleaning non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 				
		Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using cleaning products provided. Avoid creating splashes and spray when cleaning.	Y	All staff	1/4/21	
		Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.	Y	Hands	1/4/21	
		Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. (Double bagged and left for 72 hours with date label in the boiler house before being disposed)	Y	All staff	1/4/21	
		<p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <p>Placing in a plastic rubbish bag – tied when full.</p> <p>Plastic bag placed in a second bin bag and tied.</p> <p>Waste should be date labelled and stored in the boiler house (away from main/communal bin store) until either negative test results are known or the waste has been stored for at least 72 hours, upon which point it can be placed in normal bin waste.</p>	Y	All staff	1/4/21	
		Children's reading books to be returned to the allocated boxes and wiped down with anti bacterial wipes before returning to the shelf.	Y	All staff	1/4/21	
		Resources to be regularly checked, cleaned and rotated if necessary.	Y	All staff	1/4/21	
		P.E equipment and activities used at lunchtime to be cleaned with anti-bacterial wipes prior to another group using them.	Y	Support staff	1/4/21	

		<p>System of control: Prevention (should)</p> <p>5) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Risk of transmission via working in close proximity and contact.</p> <p>Social distancing guidance should be maintained wherever possible ensuring that staff and pupils are always spaced out as far apart as is possible. (This is a challenge to achieve in our small classrooms)</p>	Y	All staff	1/4/21	
		Staff to be given the opportunity to have PPA time at home.	Y	All staff	1/4/21	
		Children to be organised in class 'bubble' groups.EYFS (Nursery and Reception) to maintain bubble within the Early Years Unit.	Y	All staff		
		Adults should endeavour to maintain 2m distance from each other, and from children where possible.	Y	All staff	1/4/21	
		Social distancing for very young children will be harder to maintain. Staff to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for. Staff should minimise face to face contact and time spent within 1 metre of anyone. Staff working 1:1 with a pupil for longer than 15 minutes e.g 1:1 reading to wear face visors.	Y	All staff	1/4/21	
		Pupils with specific needs, who are new to Early Years should have individual plans/risk assessments according to need. If necessary , these are to be completed in consultation with parents during the Induction process.	Y	SENDco + EYFS Staff	1/4/21	
		Where possible, particularly for the youngest children, 'bubble' groups should cater for as small a number of pupils as possible.	Y	KS1 staff	1/4/21	

		<p>In relation to safe touch: Physical contact (a high five for example) must not be used to provide praise or congratulations. Appropriate, safe touch is also sometimes used to calm a distressed child or encourage/affirm an anxious child, especially with younger pupils. In line with social distancing, other means of calming and soothing a child's strong emotions should be used following Thrive strategies:</p> <ul style="list-style-type: none"> • Slowing one's pace • Lowering the voice • Encouraging them to breathe more deeply • Talking slowly firmly and quietly in an unhurried unflustered way, validating emotion • Use of animal emotion cards • Providing clear predictable consistently held boundaries 	Y	All staff	1/4/21	
		One-way system in operation around the office corridor communicated with staff via briefing meeting.	Y	All Staff		
		Distancing markings outside entry points to the building	Y	Site manager		
		Pupil desks should be facing forwards to limit face to face interactions.	Y	Class Teachers		
		The same teacher(s) and other staff are assigned to the same group and, as far as possible, these stay the same during the day and on subsequent days. Children within the bubble will all use the same classroom. In EYFS unit, Nursery and Reception form one bubble and have sole use of this area throughout the day, with a thorough cleaning of the rooms at the end of the day, and cleaning during the school day.	Y	All staff	1/4/21	
		Where possible and practical, lessons and classroom activities take place outdoors in allocated playground spaces.	Y	All staff	1/4/21	
		Pupils playing outside are encouraged to undertake non-touch activities wherever possible. Groups of pupils will be supervised and encouraged not to mix.	Y	All staff	1/4/21	
		School timetable reviewed to ensure that each group/bubble has staggered playtimes and lunchtimes and their own playground zones, with 2m 'safe zone' between groups.	Y	All staff		
		Playground/PE equipment provided to encourage pupils to play apart (tennis rackets, hoops etc). These are only used by one group at a time and cleaned after use by teachers in the	Y	Support staff	1/4/21	

		group. Staff for each group at breaks/lunchtime to ensure social distancing adhered to as much as possible and activities are structured.			
		No whole-school large gatherings, such as assemblies. However virtual methods can still be used.	Y	All staff	
		School performances are not held unless they are filmed and recorded. (parental permission required).	Y	All staff	
		Guidance is followed with any proposed singing in schools	Y	All staff	1/4/21
		Staggered lunchtimes limit the hall to two class bubbles only with space in-between. 3 pupils only to sit at each table. Tables are cleaned after use. A holding activity led by support staff in the hall keeps the bubble together before going to allocated play space. Tables are cleaned in-between settings by cleaning and support staff monitored by catering team.	Y	Support staff	
		In wet weather, class bubbles will stay in their classroom supervised by the same support staff. Games and toys for wet play activities are to be specific for each bubble. Classes must not play in the corridor spaces.	Y	Support Staff	
		Pupils do not share food, cutlery or cups. No shared drinking cups – single use cups can be provided if needed and disposed of in blue bin after use. Pupils are to bring their own labelled water bottle.	Y	Support and catering staff	
		Staff and pupils to avoid bringing additional items from home including large bags, pencil cases books etc. This is communicated prior to the start of the term and monitored by staff completing 'meet and greet'.	Y	SJa	
		Pupils to have their own equipment provided and remain with this equipment.	Y	All staff	
		Staggered break and lunchtimes facilitates the limit of two pupils in the toilet areas at a time.	Y	Support staff	
		Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere.	Y	All staff	1/4/21
		Pupil protocols and expectations shared prior to return alongside parent protocols.	Y	SJa	

		<p>Parents Staggered drop off and pick up times at the beginning of the school day communicated to parent prior to return. Reminder sent to parents not to pick up KS1 siblings at 3.15p.m.</p>	Y	SJa	
		<p>Children and parents are not allowed on site prior to 8.45 a.m unless attending Breakfast club. Children go straight into class at this point and parents will leave the playground. These expectations communicated to parents prior to return via Dojo and letter.</p>	Y	SJa	
		<p>Parents / Carers reminded to not congregate at entrance gates or doors or enter the site (unless they have a pre-arranged appointment – which should be conducted safely) and to leave promptly, observing social distancing in and around site. This will be monitored by SLT on duty each day.</p>	Y	SJa	
		<p>Parents are encouraged to walk or cycle where possible and safe</p>	Y	SJa/ JBU	
		<p>Parents/carers advised that only short, essential communication, observing social distancing, is allowed at pick up or drop off. Other longer communication will be via phone or ClassDojo.</p>	Y	SJa	
		<p>Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. Conversations with parent/carers are held on the telephone wherever possible. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).</p>	Y	SJa	
		<p>Parents to wear face coverings on the playground at drop off and pick up times.</p>	Y	SJa	1/4/21
		<p>Congregation Points Additional staff room facilities continue to be provided in 'The Hub'.</p>	Y	All staff	
		<p>School foyer to be limited to 1 visitor at a time if necessary. Control of the door via school office staff who are dealing with visitors.</p>	Y	Office staff	
		<p>Toilets</p>	Y	All staff	

		Two pupils at a time will be allowed in the toilet area. Marked waiting spots will be in the corridor outside. Staggered break and lunchtime will mean that less numbers of children are waiting to use the toilet facilities at the same time.			
		After School Clubs Small number of pupils attending After School Club for childcare enables social distancing within the hall. Activities where possible to be outside when the weather permits. Register of pupil attendance kept to monitor contact.	Y	SJa/ JBU	1/4/21
		Activity clubs after school e.g drama, sports to be limited to single bubbles.	Y	Staff organisi ng clubs	1/4/21
		Payments Parents to use online systems for payments made to school.	Y	JBU	
		Office <ul style="list-style-type: none"> • Office staff always keep glass screens closed. • Sign in using touch screen – everyone entering needs to sanitise hands before and after signing in. Screen cleaned regularly. • Signage on gate / door advising of procedures • Frequent cleaning regime of hand contact points - twice a day in reception/office areas. • Hand gel available • Screen placed between staff working in the office. Drop box for parents to return letters and other items and collect home learning packs and other items	Y	Office staff	1/4/21
		Non-administrative staff access to the office area should be minimised. Restricted numbers allowed in the office should be implemented and those accessing should respect social distancing in relation to office staff	Y	All staff	1/4/21
		Visitors	Y	SJa/JB u	1/4/21

			Non-essential visitors are asked to remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether there are any other health and safety, financial or other significant implications of not undertaking the visit.				
			Supply teachers, peripatetic and other temporary staff can move between schools. Physical distancing must be maintained between themselves and other members of staff. These visitors must be made aware of school-based procedures.	Y	SJa/JBu	1/4/21	
			All visitors must complete the COVID-19 declaration form with contact details and submit to office staff.	Y	JBu	1/4/21	
			Contractors undertaking statutory testing and emergency repairs are permitted on site. Contractors will be asked to share their Risk Assessment for being on site. They are advised to arrive and leave site avoiding pupil pick up and drop off times and the number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed when they are indoors on site. Where visits can be achieved outside of school hours this should be arranged.	Y	JBu	1/4/21	
Poor management of infectious diseases	All	M	<u>System of control: Prevention (Specific circumstances)</u> 6) Where necessary, wear appropriate personal protective equipment (PPE) <u>PPE</u> PPE equipment is purchased, and stock levels monitored.	Y	JBu	1/4/21	L
			Staff are aware of PPE requirements included in the infection control policy and guidelines.	Y	All staff	1/4/21	
			SBM to ensure secure supply chain in place for essential PPE prior to reopening.	Y	JBu	14/2/21	
			Paediatric first aid trained staff to be responsible for ensuring adequate supply of PPE in the medical room.	Y	BWa	1/4/21	
			Staff responsible in EYFS for 1:1 care have access to necessary PPE. Individual care plans to be carried out and updated accordingly.	Y	EYFS staff	1/4/21	
			Children are discouraged from wearing PPE as they may not understand how to handle them as directed and inadvertently increase the risk of transmission. This is to be included in pupils and parent protocols.	Y	SJa	1/4/21	

		<p>The guidance states that staff in education settings will not require PPE beyond what they would normally need for work unless dealing with First Aid and Intimate Care. Close 1:1 work of longer than 15 minutes requires staff to wear visors.</p>	Y	All staff	1/4/21	
		<p>Fleeting First Aid No PPE is required for fleeting contact e.g applying a plaster. First aider to ensure that hands are washed thoroughly after assisting a child.</p>	Y	All staff	1/4/21	
		<p>Prolonged First Aid + Intimate Care</p> <ul style="list-style-type: none"> • The first aider will wash their hands for at least 20 seconds with soap and water. • Nitrile Gloves conforming BS EN 455 will be worn to deliver first aid. • Latex gloves will be avoided to remove the risk of allergic reaction. • The first aider will cover any cuts on their hands with water proof plasters. • The first aider will avoid putting their fingers in their mouth and touching their face. • The first aider will avoid touching any part of a dressing that will come in contact with a wound. • The first aider will wear goggles conforming BS EN 166.1b.3 to prevent bodily fluids being splashed into the eyes. Surgical masks will be worn conforming to BS EN14683:2019 Type IIR. • After each first aid treatment is given all equipment and surfaces, including goggles used will be cleaned down using either a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.) the google and visor will be rinsed with clean water after being disinfected. • After using the face masks, aprons and gloves they will be correctly doffed and placed straight into a double bag and the bags tied. The bags will then be stored in the boiler house for 72 hours before putting them into the external waste skip/bin. • Face masks and gloves will only be used for 1 treatment of first aid they will not be used to treat a second person requiring first aid. • First aiders have been given information on how to correctly don and doff their PPE. • No food will be stored or eaten in the first aid room. • After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work. 	Y	First Aid staff	1/4/21	

			<ul style="list-style-type: none"> There is a dedicated room for first aid (Medical room) that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. 				
			Government guidance issued for first responders should be considered during first aid response, available at: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov	Y	All First Aiders	1/4/21	
	All	M	<p><u>System of control: Prevention</u></p> <p><u>7) Keep occupied spaces well ventilated:</u></p> <ul style="list-style-type: none"> All classrooms to have high windows open whilst occupied to allow ventilation. Hall space to have high windows open whilst in use at lunchtime and for indoor P.E activity. Staff to monitor temperature in the classroom and open additional windows where necessary mindful of well-being and safety of pupils. Whilst unoccupied (break times) staff to open large windows and or doors to allow for increased ventilation whilst bearing in mind the need for a suitable working temperature to be maintained. High windows in staffroom and offices to be open whilst occupied. Senior leaders to monitor working environment in KS2 corridor during warmer weather and operate extraction fans where necessary. 	Y	All staff	1/4/21	L
Poor management of infectious diseases	All	M	<p><u>System of control: Response to any infection</u></p> <p>8)Engage with the NHS Test and Trace process</p> <p>9) Manage confirmed cases of coronavirus among the school community</p> <p>10) Contain any outbreak by following local health protection team advice</p> <p>Testing</p> <p>The school is engaging with the NHS Test and Trace process in conjunction with the local Public Health England health protection team. All staff members and parents/carers must understand that they will need to be ready and willing to:</p>	Y	All staff/ Parents		L

		<ol style="list-style-type: none"> 1. Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 2. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace 3. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>				
		<p>Following a test Parents and staff to inform school immediately of the results of a test:</p> <ol style="list-style-type: none"> 1. 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. 2. 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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	Y	Staff and parents	1/4/21	

			<p>Record keeping School to keep records of pupils and adults in each group, including visitors who may have also come into contact with the group. This will be kept for 21 days. No evidence required following negative test result outcomes.</p>	Y	JBu + ATo	1/4/21	
			The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and GDPR	Y	JBu + ATo		
			<p><u>Awareness of measures</u> Pupils, staff and all visitors to site to be made aware that anyone with symptoms of coronavirus, or in a household where someone is displaying symptoms, or they have been advised to stay at home, must NOT enter the school site and must follow government stay at home guidance. This will be clearly displayed on signage around the site, communicated via ClassDojo, website and email.</p>	Y	SJa		
Risk of infection to individuals	All	H	<p><u>Pupils at increased risk:</u> Parents of children who have been identified by their G.P as needing to shield should provide evidence from their G.P that this is the case. It is unlikely to be the case in our school community; Individual cases will be discussed with the Headteacher.</p>	Y	SJa	1/4/21	L
			Health care plans and risk assessments to be conducted for individuals to achieve the 'system of control' actions described above. This may include those with certain conditions (e.g. diabetes, asthma, children with epipen) or those who live with adults/other siblings who had previously been shielding.	Y	All staff	1/4/21	
			Health care plans, risk assessments and arrangements for supporting medical needs and SEMH needs of pupils to be communicated to relevant persons only. This may include assessing the need for PPE to facilitate any close contact or personal care.	Y	All staff	1/4/21	
			Risk assessment and behaviour plan will always be followed with pupils who may present with challenging behaviours – this will include PPE guidance for individual pupils where necessary.	Y	All staff	1/4/21	
			Updated health care plans to be signed by staff and parent / carer during the Induction process.	Y	All staff	1/4/21	

			<p><u>Staff at increased risk:</u></p> <p>Members of staff previously identified as clinically vulnerable or extremely clinically vulnerable or those living with family member identified as these will be risk assessed to advise on measures to be implemented to reduce risks further.</p>	Y	SJa	1/4/21	
			<p>Staff members in this category are advised to take extra care in observing social distancing and hand hygiene if required to be in work.</p> <p>Guidance: Staying alert and safe (social distancing)</p>	Y	Necessary staff	1/4/21	
			<p>Individuals at increased risk due to particular characteristics will be risk assessed in the same manner as those identified as clinically (and extremely) vulnerable</p> <p>Report: COVID-19: review of disparities in risks and outcomes report</p>	Y	SJa	1/4/21	
			<p>Supporting staff:</p> <p>All staff to have access to well-being support through SSA (signposted on staff noticeboard) and Line management systems.</p>	Y	All staff		
			<p>Transport</p> <p>Staff who rely on public transport for work to be issued with necessary face coverings.</p>	Y	Necessary staff		
Further disruption to smooth operational running of the school	All	M	<p>Staff taking leave</p> <p>School to follow HR guidance in instances of staff holiday arrangements or special leave requests. Staff should ensure they liaise with their line manager, prior to travelling, about their travel plans where quarantine is required that may impact on their availability for work.</p>	Y	All staff	1/4/21	L
			<p>Catering</p> <p>School to ensure that catering team complies with guidance for food business on coronavirus</p>	Y	Catering team	1/4/21	

		<p>Control measures include: Regular hand washing practices monitored by the Catering manager Hygienic food preparation practices in line with FSA guidance and safe catering arrangements. Catering staff are expected to adhere to Infection control policy and guidelines issued by the school. One member of staff only is allowed in the Kitchen office. If the school is unable to provide meals due to the covid situation, parents will be notified and asked to provide packed lunches for pupils. Those that are entitled to free school meals will be reimbursed with food vouchers.</p>				
		<p>Educational visits Any planned educational visits to be subject to a thorough risk assessment to ensure the principles and musts (minimum standard) of 'system controls' can be maintained. Day Visits must be considered essential to the curriculum. No overnight or extended visits will take place.</p>	Y	All staff	1/4/21	
		<p>Pupil questionnaires to be completed on return to assess any pupil concerns. Curriculum provision is in place to support pupil mental health and well-being on return to school.</p>	Y	Teaching staff		
		<p>Peripatetic and non –contract staff will have access to site determined by provision which is central to the well-being of individual children. Music lessons will be conducted in line with guidance provided by the Derby City and Derbyshire music hub and/or any other professional body to which this member of staff is a member/subject to.</p>	Y	RVa/SJa	1/4/21	