

**FULL SCHOOL RETURN - COVID-19**  
**PRIORY PRIMARY: September 2020 (update 15 Dec)**

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
<b>Arrival</b>						
<b>Arriving to school arrangements</b>	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Inform parents of the entrance and exit points in advance to the new term starting via website or other communication systems.</li> <li>• One-way system introduced when parents bring children to school: KS2 Cedar Road entrance and KS1 and EYFS Limes Road entrance.</li> <li>• 2 metre rule to be enforced while they are waiting for staff to receive their children, if this can't be enforced a 1 metre rule to be adhered to. Signage in place to remind parents.</li> <li>• Parents asked to wear masks in public areas of the school: playground and school office.</li> <li>• <b>Staff and visitors to wear masks in all corridors and communal spaces.</b></li> <li>• Parents wishing to talk to staff must make an appointment (first instance telephone conversation/email).</li> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus.</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day: letter sent to parents in July with clearly stated entry and exit points, times and collection zones, supported by a visual map.</li> <li>• Make it clear to parents and children that they cannot congregate at the front of school prior to the start of the school day: letter sent to parents in July, increased signage, SLT on duty at key points and key times of the day.</li> </ul>	M	JM	
					JG	
					JM	
					JG	

<b>Entering the school site</b>	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children to be supervised in accessing hand-washing facilities on arrival ensuring that children queue while maintaining social distancing as they wait for facilities.</li> <li>All staff to wash hands/use hand sanitiser on arrival in school.</li> <li>Issue information to children in relation to restrictions on their movement around the site.</li> <li>Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul>	M	<b>All staff</b>  JG  AP	
<b>School Uniform</b>	Children	Infection Control	<ul style="list-style-type: none"> <li>Children must attend school in school uniform as these are easily cleaned (washing machine). They do not require cleaning any more than usually.</li> </ul>	L	<b>All staff</b>	
<b>Wider Public Transport</b>	Children Driver Public	Risk of Infection	<ul style="list-style-type: none"> <li>Where possible encourage children to walk to school or use alternative transport i.e. cycle, walking bus.</li> <li>Children to arrive at a staggered time to avoid peak travel times: staggered times in place and communicated to parents</li> <li>Children to wash hands as soon as they arrive at school.</li> </ul>	M	<b>All staff</b>	
<b>Face Masks</b>	Children Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>Children are not expected to wear facemasks</li> <li>Staff and visitors to wear masks in all corridors and communal spaces</li> <li>Staff and Children to ensure they remove any masks correctly without touching the front of the mask (remove by loops on ears).</li> <li>If disposable masks: these must be disposed of in a closed bin.</li> <li>If material re-usable masks: these should be placed inside a disposable bag and taken home to re-wash before reusing.</li> </ul>	L	<b>All staff</b>	
<b>Staff receiving child from Parent</b>	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable).</li> <li>Staff to wear masks in all corridors and communal spaces</li> <li>All children must wash their hands on arrival to school/use hand sanitiser. Staff will direct children to the wash rooms/sinks to wash their hands (member of staff will supervise).</li> </ul>	M	<b>All staff</b>	
<b>Pupil collection</b>						

<b>Children leaving at the end of the school day</b>	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• One way system in place on playground and entrance and exits, with SLT supervising outside to inform parents to abide by the 2 metre social distancing rule.</li> <li>• Staggered leaving times and collection zones in place, communicated to parents via letter and on school website.</li> <li>• Children released when parent is next in queue and child will be collected from identified areas.</li> </ul>		<b>All staff</b> <b>SLT</b> <b>GD</b>	
<b>Children leaving at the end of the school day. Walking home alone or not being collected by parent</b>	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Children to be informed of the requirement to maintain social distancing when they have left school.</li> <li>• Staff on duty outside to ensure children leave in a safe manner.</li> <li>• Y6 escorted to back gate to walk home alone or be collected by parents/ other.</li> <li>• Form issued to give permission to do this via parent mail September 2020.</li> </ul>	M	<b>Y6 staff</b> <b>SLT</b> <b>GD</b>	
<b>Parent wishing to talk to staff</b>	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone/via email/google classroom. If this is not possible then a meeting will be arranged and social distancing rules observed.</li> <li>• Parents will be discouraged in congregating around the school site.</li> <li>• Parents asked to wear masks when speaking with staff</li> <li>• Staff to wear masks when speaking with parents and abide by the 2m social distancing rule.</li> </ul>	L	<b>All Staff</b>	
<b>In class</b>						
<b>Children bringing equipment into school</b>	Staff Children Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>• Children and parents informed to keep items brought into school at a minimum.</li> <li>• Only lunch boxes, outdoor clothes, bags and mobile phones (only Y6) permitted.</li> </ul>	L	<b>All Staff</b>	
<b>Classroom set up</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• The classroom must be set up where possible with all desks forward facing and side to side seating without compromising safety routes and fire exits.</li> <li>• The teacher's desk must be kept 2 metres away from the children's tables/desks where possible.</li> </ul>	M	<b>All Staff</b>	

			<ul style="list-style-type: none"> <li>Classrooms to be arranged to support adult to avoid face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Children to be directed to specific seats in classrooms and to maintain seats during the day as far as possible.</li> <li>Tissues available in each classroom for children to use when coughing or sneezing and they must go into a closed bin after one use.</li> <li>Classrooms will be well ventilated</li> </ul>			
<b>Class / Year Groups</b>	Staff Children	Infection Control	<ul style="list-style-type: none"> <li>Where possible children are to be kept in their class / year/phase bubbles and not to mix with other bubbles. Bubbles will be as follows:               <ul style="list-style-type: none"> <li>Time for twos/Nursery</li> <li>Reception</li> <li>Y1/2</li> <li>Y3/4</li> <li>Y5/6</li> </ul> </li> </ul>	M	<b>Phase leaders</b>	
<b>Classroom Lessons</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must keep that safe distance at all times where possible when teaching.</li> <li>Where children may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule or the staff are to only teach in their allocated bubbles.</li> <li>Children old enough to understand will be informed not to touch staff and their peers where possible.</li> <li>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Removal of all unnecessary furniture.</li> <li>Ventilation in rooms by keeping the windows open</li> </ul>	M	<b>All Staff</b>	
<b>Use of school resources in individual bubbles</b>	Staff Children	Infection Control	<ul style="list-style-type: none"> <li>Where possible keep the use of resources to each allocated bubble.</li> <li>Children should use their own pencils and pens and not share.</li> <li>All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	M	<b>All Staff</b>	
<b>Use of school resources shared between bubbles or classes</b>	Staff Children	Infection Control	<ul style="list-style-type: none"> <li>Shared resources between bubbles or classes should be cleaned frequently 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.</li> </ul>	M	<b>All Staff</b>	

<b>EYFS free flow Infection Control</b>	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Look at providing activities which can abide by the rules or minimising the amount of children in one area and resources used.</li> <li>Supervising staff must keep a 2 metre distance from each other as reasonably practicable.</li> </ul>	M	<b>EYFS Staff</b>	
<b>Assemblies Collective Worship</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Keep assemblies/worship separate to individual bubbles.</li> <li>No whole school assemblies in the hall – they can take place via Teams</li> </ul>	L	<b>All Staff</b>	
<b>Educational Visits</b>	Staff Children	Infection Control	<ul style="list-style-type: none"> <li>Trips will not take place during the autumn term unless they are in the immediate environment and outdoor e.g. walk to nearby field.</li> </ul>		<b>All Staff</b>	
<b>SEND Children</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children who have complex needs or who need close contact care will continue as normal.</li> <li>An individual risk assessment may be required for some children with SEND.</li> <li>A risk assessment will be required to ensure staff who care for these children do not have any medical conditions which may put them in an at risk category.</li> </ul>		<b>KC</b>  <b>Teaching staff</b>	
<b>Attendance in schools</b>	Children	Education suffering	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Schools’ responsibility to record attendance <b>and follow up absence.</b></li> <li>The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct and the Trust’s Attendance Policy.</li> <li>Pupils who are isolating will be issued with an X code on the register. This will be in place until               <ul style="list-style-type: none"> <li>Negative test result received</li> <li>10 isolation has taken place</li> </ul> </li> <li>A letter will be issued to the parents to confirm the date of the pupil’s return.</li> <li>Staff will not admit pupils into class if they have an X code. Teachers cannot change the X code: this is for the office staff to do</li> </ul>	L	<b>All Staff</b>  <b>LP</b>	
<b>Use of Supply teachers and other staff</b>	Staff Children	Risk of Infection	<ul style="list-style-type: none"> <li>Inform supply staff of the arrangements in place and risk assessments given.</li> <li>Consider using longer assignments for supply teachers and/or other staff.</li> <li>Where possible minimise their movement around school and keep them in the same bubbles.</li> </ul>	L	<b>SLT</b>	

<b>Before and After school clubs</b>	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Breakfast and after-school provision will not be in place for the half of the autumn term, maybe longer, to reduce bubbles mixing.</li> </ul> When in operation: <ul style="list-style-type: none"> <li>Where possible keep children in their year groups or bubbles.</li> <li>Where this is not possible look at consistent small groups only.</li> <li>Arrange for same staff to deliver before and after care provision to reduce risk.</li> </ul>	M	<b>SLT</b>	
<b>Music Lessons</b>	Children Staff	Singing Playing an instrument	<ul style="list-style-type: none"> <li>Look at reducing risk of using particular instruments</li> <li>If possible lessons to take place outside.</li> <li>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission.</li> <li>If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance.</li> <li>Observe strict social distancing</li> <li>No more than 15 pupils back to back or side to side</li> <li>Good ventilation required</li> <li>Singing, wind and brass playing should only take place under strict social distancing measures.</li> <li>Singing can only take place OUTSIDE and pupils should sit side by side or back to back.</li> <li>increased hand washing before and after handling equipment</li> <li>Avoid sharing instruments and equipment wherever possible</li> </ul>	L	<b>All Staff</b>	
<b>Physical Activity</b>	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Outdoor sports where possible and contact sports avoided</li> <li>Maximise distance between children.</li> <li>Equipment used must be cleaned after each use. Each class bubble to continue to use PE Bubble Box.</li> <li>Encourage activities such as active mile.</li> <li>Indoor sports should be social distanced and all equipment cleaned after each group use. Spray and disposable cloths to be available in school halls.</li> </ul>	L	<b>All Staff</b>  <b>AP</b>	
<b>Children requiring using the toilet in lesson times</b>	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Inform the child of the importance of washing their hands after using the toilet</li> <li>Toilet areas cleaned on a regular and frequent basis.</li> </ul>		<b>All Staff</b>  <b>AP</b>	

<b>Break/lunchtimes</b>						
<b>Break times</b>	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staggered break times for year groups.</li> <li>Supervising staff must keep a 2-metre distance from each other at all times where possible.</li> </ul>		<b>JG</b>	
<b>Preparing snacks and drinks</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Children to eat lunch in classroom or outside in designated area.</li> <li>When indoors a designated area will be used.</li> </ul>	M	<b>All Staff</b>	
<b>Refreshments for children Infection Control  EYFS Children</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Wear gloves when preparing any fruit or toast.</li> <li>Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drink.</li> <li>When clearing up ensure gloves are worn when picking up / disposing of leftover food.</li> <li>Wash all utensils in hot soapy water/use a dishwasher where available.</li> </ul>	M	<b>EYFS staff</b>	
<b>Use of Outdoor Play Equipment</b>	Children	Risk of Infection	<ul style="list-style-type: none"> <li>Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to children using.</li> <li>Limit the number of users on the equipment at any one time.</li> <li><b>Sanitise frequently touch point areas where possible:</b> <ul style="list-style-type: none"> <li>playground equipment for children</li> <li>semi-enclosed playhouses or huts for small children</li> <li>enclosed crawl through 'tunnels' or tube slides</li> <li>entry and exit points such as gates</li> <li>seating areas such as benches and picnic tables</li> <li>refuse areas/bins</li> </ul> </li> <li>Equipment to be sanitised between each bubble use where possible.</li> <li>Children to clean / sanitise hands prior to use and after use.</li> <li>Remind children not to put hands near mouth or nose.</li> <li>No food or drink to be consumed when using any outdoor equipment.</li> <li>Signs to be displayed informing parents to keep their children off the equipment at the start and end of the day: it is for supervised use only for children when in school.</li> </ul> <p><b>Children with Additional Needs</b></p>	M	<b>JG AP</b>	<b>JG</b>

			<ul style="list-style-type: none"> <li>• May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment.</li> <li>• Children with physical and sensory disabilities may need assistance with moving from one place to the next.</li> </ul> <p><b>Keeping Staff Safe</b></p> <ul style="list-style-type: none"> <li>• Staff to have a supply of sanitising equipment and, if required, PPE.</li> </ul>		<b>KC Pastoral team Lunch staff</b>	
<b>Lunch breaks</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Rota system in place for children to eat lunch. Grab bags to be supplied to classrooms first half term.</li> <li>• Where possible encourage children to eat outside (older children) or use a designated area.</li> <li>• Lunch may be taken as year groups, keeping the bubbles apart as much as possible.</li> <li>• Lunchtime staff and kitchen staff to maintain social distancing where possible from children.</li> </ul>	M	<b>JG Lunch staff</b>  <b>All staff</b>	
<b>Staff break and lunchtimes</b>			<ul style="list-style-type: none"> <li>• Minimise the use of staff rooms where possible or a rota system in place if no other available rooms. <b>Maximum number of people in staffroom: 20</b></li> <li>• Staff must sit at least 2 metres apart from each other</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.</li> <li>• Staff must be able to heat food and make a warm drink</li> <li>• Appropriate cleaning products available for staff to use before and after use of high contact areas</li> <li>• <b>All adults to wear a mask, the mask can be removed for eating and drinking</b></li> </ul>			
<b>First Aid</b>						
<b>First Aid – minor treatment</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear gloves.</li> <li>• No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>• PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is: <ul style="list-style-type: none"> <li>○ a face mask should be worn if a distance of 2 metres cannot be maintained</li> </ul> </li> </ul>	M	<b>First aiders AS</b>	



			<ul style="list-style-type: none"> <li>○ if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li> <li>● Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>● Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>● Always wash hands after contact.</li> </ul>			
<b>First Aid – Life threatening</b>	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● In the event of a serious injury or incident call 999 immediately.</li> <li>● Wear face covering/gloves when in close contact or dealing with bodily fluids.</li> </ul> <p><b>ADULTS</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Always wash hands after contact.</li> </ul> <p><b>CHILDREN</b></p> <ul style="list-style-type: none"> <li>● In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.</li> <li>● Always wash hands after contact.</li> </ul>	M	<b>AS</b>  <b>First aiders</b>	
<b>First Aid &amp; Medication</b>	Staff Children Others	First Aid Procedures	<ul style="list-style-type: none"> <li>● First Aiders must always wear gloves when administering first aid procedures.</li> <li>● No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>● PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is: <ul style="list-style-type: none"> <li>○ a face mask should be worn if a distance of 2 metres cannot be maintained</li> <li>○ if contact is necessary, then gloves, an apron and a face mask should be worn</li> <li>○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting</li> </ul> </li> <li>● Any dressings used to be double bagged</li> </ul>	M	<b>AS</b>  <b>First aiders</b>	

			<ul style="list-style-type: none"> <li>Where any medications are administered try and encourage the pupils to self-administer (always refer to up to date information from Gov.UK)</li> </ul>			
<b>Intimate Care</b>	Staff	Lack of Infection Control	<ul style="list-style-type: none"> <li>When staff are carrying out any intimate care they must (as per their usual requirements):               <ul style="list-style-type: none"> <li>Wear gloves</li> <li>Wear an apron</li> <li>Wear a mask</li> </ul> </li> <li>Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin).</li> <li>Soiled clothes to be double bagged and given to parents on collection of child.</li> <li>Staff must wash their hands once gloves and masks are removed.</li> <li>Record all intimate care carried out.</li> </ul>		<b>All Staff</b>	
<b>Mental Health and well being</b>	Staff	Anxiousness	<ul style="list-style-type: none"> <li>Have regular keep in touch meetings/calls with people working at home to talk about any work issues.</li> <li>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns using mental health first aiders to talk things through.</li> <li>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.</li> <li>Keep workers updated on what is happening so they feel involved and reassured.</li> </ul>	L	<b>Phase leaders</b>  <b>SLT</b>	
<b>Safeguarding &amp; Pastoral care</b>						
<b>Children who are upset</b>	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>If contact is required, consider short contact only.</li> <li>Wash hands after contact.</li> </ul>	M	<b>All Staff Pastoral team</b>	
<b>Children with behavioural issues</b>	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where possible allow the child to vent their frustrations.</li> <li>Where possible allow child to be in a room on their own or outside.</li> </ul>	H	<b>All Staff Pastoral team</b>	

			<ul style="list-style-type: none"> <li>If team teach techniques are required, and there is a risk of spitting, it may be advisable advised to wear a face coverings.</li> </ul>		<b>SLT</b>	
<b>Safeguarding</b>	Children	Incidents	<ul style="list-style-type: none"> <li>Always follow the statutory safeguarding guidance.</li> <li>Designated safeguarding leads and deputies provided with time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals.</li> <li>Communication with other agencies and school nurse for children not seen in school prior to return.</li> </ul>	H	<b>All Staff DSLs LP</b>	
<b>Shielding</b>						
<b>Children who are shielding</b>	Children	Risk of infection	<ul style="list-style-type: none"> <li>A small number of children 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).</li> <li>Shielding advice for all adults and children will pause on <b>1 August</b>, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of children 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.</li> <li>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).</li> <li>Some children 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.</li> <li>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 offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</li> </ul>	H	<b>SLT</b>	

			<ul style="list-style-type: none"> <li>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</li> </ul>			
<b>Staff who are clinically vulnerable or extremely clinically vulnerable.</b>	Staff	Concerns	<ul style="list-style-type: none"> <li>School Leaders to ensure that they have a complete list of clinically extremely vulnerable and clinically vulnerable adults for their school.</li> <li>From 1 August, we expect all staff to attend school</li> <li>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.</li> <li>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.</li> <li>Advice for those who are clinically-vulnerable, including pregnant women, is available.</li> <li>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.</li> <li>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>An individual risk assessment will be carried out.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>	H	<b>SLT</b>	
<b>Pregnant Staff</b>	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>As a general principle, pregnant women are in the '<b>clinically vulnerable</b>' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</li> <li>Expectant mothers risk assessments must be carried out and risk control measures put in place.</li> <li>Expectant mothers at 28 weeks will undertake an individual risk assessment.</li> </ul>	M	<b>SLT</b>	

<b>Staff who may otherwise be at increased risk from COVID 19</b>	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> <li>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.</li> <li>An individual risk assessment will be carried out.</li> <li>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>	M	<b>SLT</b>	
<b>Families anxious returning children to school</b>	Children	Concerns Worry	<ul style="list-style-type: none"> <li>Schools should bear in mind the potential concerns of children, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.</li> <li>Arrange telephone, Zoom/Teams or face to face meetings with parents</li> <li>Provide reassurance.</li> <li>Make it clear it is compulsory school age children attend school unless a statutory reason applies.</li> </ul>	M	<b>SLT LP Phase leaders</b>	
<b>Communication of policies and practice and infection control</b>						
<b>Awareness of policies / procedures / Guidance</b>	Staff Children Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, children, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including but not limited to: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Child Protection &amp; Safeguarding Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> <li>Attendance policy</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> </ul> </li> </ul>	M	<b>SLT</b>	

			<ul style="list-style-type: none"> <li>○ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>○ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>○ DfE, NHS, Department for Health and Social Care, PHE</li> </ul> </li> <li>● 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</li> <li>● Risk assessments shared with all staff.</li> <li>● Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and 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.</li> <li>● Children are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell.</li> </ul>			
<b>Poor hygiene practice</b>	Staff Children Others	Ill Health	<ul style="list-style-type: none"> <li>● Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and not touch their face</li> <li>● Clear signage in place to remind pupils staff and visitors what they need to do to maintain social distancing</li> <li>● A regular check of signage will take place by AS to ensure it is still visible and has not been removed.</li> <li>● Children, 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.</li> <li>● Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>● Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> </ul>		<b>JG</b> <b>GD</b> <b>AP</b> <b>AS</b>	

			<ul style="list-style-type: none"> <li>• Teachers to reiterate key messages in class-time (when directed) to children to:                     <ul style="list-style-type: none"> <li>○ Cover coughs and sneezes with a tissue</li> <li>○ To throw all tissues in a bin</li> <li>○ To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, children and visitors.</li> <li>• Children are discouraged from sharing cutlery, cups or food.</li> <li>• Staff to bring in their own cups and utensils.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the HPT/PHE.</li> <li>• Frequently touched surfaces e.g. door handles, doors and toilets are cleaned during the day by the Site Manager at least once daily and as necessary and paper/hand towels are checked at least once daily and refilled regularly</li> <li>• Tissues/hand sanitiser to be available in office locations.</li> <li>• Staff to wash hands on arrival at school.</li> <li>• Each individual is responsible for wiping down their own work area before and after use.</li> <li>• An appropriate spray bottle will be in each office.</li> <li>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors.</li> <li>• A regular check will be carried out by site manager to ensure there are sufficient supplies of sanitising equipment provided across the school site and in designated areas such as washrooms</li> </ul>		<p style="text-align: center;"><b>All Staff</b></p> <p style="text-align: center;"><b>AP Site team</b></p> <p style="text-align: center;"><b>GD</b></p>	
<b>Managing cases</b>						

<b>Manage positive cases amongst the school community</b>	Staff Children Others	COVID 19	<ul style="list-style-type: none"> <li>• Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should follow the standard operating procedure (SOP) put in place by Dudley PH team. They should contact the DfE helpline. This team 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. If a setting becomes aware that a student or member of staff has tested positive for coronavirus (COVID-19), they can contact the new Public Health England service, delivered by the NHS Business Services Authority, if they need support on the action they should take. It can be reached by calling the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and selecting option 1.</li> <li>• Schools MUST follow the current SOP: Standard Operating Procedure for the Management of COVID-19 Symptoms – Schools.</li> <li>• 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.</li> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for <b>10 days</b> since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>-people who spend significant time in the same household as a person who has tested positive for COVID-19</li> <li>-sexual partners</li> <li>-a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:                 <ul style="list-style-type: none"> <li>○ being coughed on</li> <li>○ having a face-to-face conversation within one metre</li> <li>○ having skin-to-skin physical contact, or</li> </ul> </li> </ul> </li> </ul>		<b>SLT</b>  <b>All Staff</b>  <b>Office staff</b>	
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			<ul style="list-style-type: none"> <li>○ contact within one metre for one minute or longer without face-to-face contact</li> <li>-a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</li> <li>-a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19</li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so school to keep a record of children and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask children to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:             <p><b>Negative result</b></p> <p>If the test result is negative they do not need to self-isolate as long as:</p> <ul style="list-style-type: none"> <li>• everyone they live with who has symptoms tests negative</li> <li>• everyone in their support bubble who has symptoms tests negative</li> <li>• they were not told to self-isolate for 10 days by NHS Test and Trace</li> <li>• they feel well – if they feel unwell, stay at home until they are feeling better</li> </ul> <p><b>Positive Result</b></p> <p>If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14</p> </li> </ul>			
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			<p>days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <ul style="list-style-type: none"> <li>• Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back <b>after a period of self-isolation.</b></li> <li>• Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>		
<b>Contain an outbreak</b>	School Head Teacher	Not following advice	<ul style="list-style-type: none"> <li>• In accordance with the current LA Outbreak SOP: 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:</li> <li>• In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> </ul>		<b>SLT Office staff</b>
<b>Dealing with symptoms in school</b>	Staff Children Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 i.e. school isolation room where they will not come into contact with others and are supervised at all times. Isolation rooms are: health room in nursery, care room in KS1 and first aid room in KS2.</li> <li>• The relevant member of staff calls for emergency assistance immediately if children’ symptoms worsen.</li> </ul>		<b>All staff</b>  <b>Key staff involved with pupil</b>

			<ul style="list-style-type: none"> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing eye protection should also be worn.</li> <li>• If unwell children 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. If a pupil needs to use the bathroom they should use a separate bathroom which will be cleaned after use: disabled toilet in nursery, toilet within KS1 care room and disabled toilet in KS2.</li> <li>• Any children and/or staff who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 119 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. The school will adhere to the current SOP:</li> <li>• Testing must be done within the first 8 days of symptoms.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. inhaler, is administered in accordance with the Administering Medications Policy.</li> <li>• If a member of staff has supported the pupil with symptoms they do not need to go home unless:             <ul style="list-style-type: none"> <li>○ the symptomatic person subsequently tests positive</li> <li>○ they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>○ they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)</li> </ul> </li> <li>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>• 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. PPE must be worn</li> <li>•</li> </ul>		<p><b>Office staff</b></p> <p><b>AS</b></p> <p><b>AP Cleaning staff</b></p>	
<b>Track and Trace</b>	Staff Children Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• All children can be tested (including children under 5)</li> <li>• They should provide details of close contacts if they test positive or if asked by NHS Test and Trace.</li> <li>• Self-isolate, for 14 days if they have been in close contact with someone who has tested positive for coronavirus.</li> <li>• They do not need to obtain a test unless they develop symptoms</li> </ul>		<b>Office staff</b>	

<b>Testing Negative</b>	Staff Children Others	COVID 19	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), and they haven't been in close contact with a positive case, 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.		<b>All staff</b>	
<b>Testing positive</b>	Staff Children Others	COVID 19	<ul style="list-style-type: none"> <li>• 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 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 for 48hrs</li> <li>• Other members of their household should continue self-isolating for the <b>full 10 days.</b></li> <li>• The school will follow guidance provided by PH and the current SOP.</li> </ul>		<b>All staff and children</b>	
<b>Contingency Plans for Outbreaks</b>	Children Staff	School shutting	<ul style="list-style-type: none"> <li>• In the event of a local outbreak, the PHE health protection team and/or Dudley MBC may advise a school or number of schools to close temporarily to help control transmission in line with the <a href="#">Local Outbreak Control Plan.</a></li> <li>• Schools will also need a contingency plan for this eventuality.</li> <li>• 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 children.</li> </ul>		<b>SLT</b>  <b>Board of Directors</b>	
<b>Cleaning and preparing the school</b>						
<b>Cleaning while school open (see Cleaning Risk Assessment)</b>	Staff	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include           <ul style="list-style-type: none"> <li>○ All door handles</li> <li>○ All tables and chairs used by staff and children</li> <li>○ Toilet flushes and regular cleaning of toilets</li> <li>○ IPads and devices</li> <li>○ Photocopiers</li> <li>○ Water fountains</li> </ul> </li> </ul>		<b>AP</b>  <b>Cleaning staff</b>	

			<ul style="list-style-type: none"> <li>○ Touch screens</li> <li>● All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>● Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>● All used cloths thrown away to be double bagged and then placed in a secure area i.e. lidded bin.</li> </ul>			
<b>Estates</b>	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>● Site staff to ensure school is safe and ready for opening in autumn term.</li> <li>● All statutory testing and in-house testing carried out.</li> <li>● Ensure there are plenty of wash areas for staff and children to wash hands</li> <li>● Ensure Legionella risks have been managed and all appropriate testing carried out.</li> </ul>		<b>AP JM/RC RJ/JG</b>	
<b>Statutory Tests and Inspections</b>	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>● Statutory inspections to continue but with social distancing in place at all times.</li> <li>● In-house inspections should continue to ensure the school remains as safe as possible.</li> <li>● Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments.</li> </ul>		<b>JG GD</b>	
<b>Contractors in school</b>	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>● Where contractors are coming into school they must have up to date Risk Assessments and Method Statements (RAMs).</li> <li>● Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>● Agree arrival and departure times with contractors to ensure that there is no contact with staff or children.</li> <li>● All contractors/visitors to wash hands either prior to or on entry to the school site.</li> <li>● Contractors and visitors are directed to specific/designated hand washing facilities.</li> <li>● All areas in which contractors work are cleaned in line with government guidance.</li> <li>● <b>Contractors to wear a face mask at all times</b></li> <li>● Contractors to bring own food, drink and utensils onto site.</li> <li>● School to ensure no children or staff are in the area where contractors are working.</li> <li>● Contractors will be designated a toilet they can use whilst on site.</li> </ul>		<b>GD JG</b>	

			<ul style="list-style-type: none"> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>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.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> </ul>			
<b>Other</b>						
<b>Emergencies (including fire evacuation)</b>	Staff Children	Infection Control	<ul style="list-style-type: none"> <li>All staff and children' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Children' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and children' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies and medical emergencies are managed in line with this policy.</li> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained.</li> <li>Leaders to communicate procedures to all staff.</li> <li>Staff to communicate emergency evacuation procedures to children.</li> <li>SLT to ensure regular practise takes place.</li> </ul>		<b>GD</b>  <b>GD</b>  <b>KC</b> <b>AS</b>  <b>JG</b>	
<b>Staff taking leave</b>	Staff	Short staffed Isolating	<ul style="list-style-type: none"> <li>School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term.</li> <li>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.</li> </ul>		<b>JM/RC</b>	

			<ul style="list-style-type: none"> <li>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.</li> </ul>			
<b>Volunteers and school student placements in school</b>	Children	No DBS checks	<ul style="list-style-type: none"> <li>Use of volunteers will be limited during the autumn term.</li> <li>HVT School Direct students will be working at school</li> <li>“Other” placements will be limited during the autumn term.</li> </ul>		<b>SLT</b>	