

**PRIORY PRIMARY SCHOOL FULL SCHOOL RETURN - COVID-19**  
**UPDATED 11<sup>th</sup> January 2021 V14**

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>	Pupils 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 in place when parents bring children to school, ample signage to show parents the way. KS2 Cedar Road entrance and KS1 and EYFS Limes Road entrance.</li> <li>• Leaders outside supervising the arrival and exit of children and parents every day.</li> <li>• 2 metre rule enforced while parents are waiting for staff to receive their children. Signage in place to remind parents.</li> <li>• Parents and visitors must wear masks in public areas of the school: on site, playground and school office. People who are exempt must wear a lanyard to show this.</li> <li>• Staff to wear masks at the classroom door/school gate at the start and end of the day</li> <li>• Staff and visitors to wear masks in all corridors and communal spaces.</li> <li>• Reminders and updates to be communicated through ParentMail.</li> <li>• Parents wishing to talk to staff must make an appointment (first instance telephone conversation). In the event of a safeguarding concern, parents will have access to a DSL.</li> <li>• Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus – signs to be place on the entrance of the office and Children’s Centre.</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day.</li> </ul>	Med	Yes	

			<ul style="list-style-type: none"> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival; 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 pupils 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>			
<b>Entering the school site</b>	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities</li> <li>• All staff and visitors to wash hands/use the hand sanitizer on arrival in school</li> <li>• Issue information to pupils 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>	Med	<b>Yes</b>	
<b>School Uniform</b>	Pupils	Infection Control	<ul style="list-style-type: none"> <li>• Pupils must attend school in school uniform as these are easily cleaned (washing machine). They do not require cleaning any more than usually.</li> </ul>	Low	<b>Yes</b>	
<b>Wider Public Transport</b>	Pupils 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>• Pupils to arrive at a staggered time to avoid peak travel times</li> <li>• Pupils to wash hands as soon as they arrive at school</li> </ul>	Med	<b>Yes</b>	
<b>Face Masks</b>	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> <li>• Pupils are not expected to wear facemasks</li> <li>• Staff and visitors to wear masks in all corridors and communal spaces unless they are exempt.</li> <li>• Staff to wear masks at the classroom door/school gate at the start and end of the day when interacting with parents</li> <li>• Ensure hands are cleaned before and after touching face masks this includes removal or putting them on.</li> <li>• Staff and Pupils to ensure they remove any masks correctly without touching the front of the mask (remove by loops on ears)</li> </ul>	High	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• If disposable masks: these must be disposed of in a closed bin Bins are located in each classroom and nappy sacks can be found in the classroom cleaning box.</li> <li>• If material re-usable masks: these should be placed inside a sealable disposable bag and taken home to re-wash before reusing Parents will be notified of this.</li> <li>• A small contingency supply of masks will be available at school should a member of staff and/or visitor be unable to access a face mask.</li> </ul>			
<b>All year groups returning to school</b>	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> <li>• Staggered start and finish times for various year groups to reduce the amount of pupil numbers.</li> <li>• Various entrance/exit for year groups</li> <li>• Limes Road entrance only with one way system in place</li> </ul>	Med	<b>Yes</b>	
<b>Partially open for vulnerable children and the children of critical workers</b>	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> <li>• Pupils who are deemed vulnerable, have an EHCP or their parents are key workers will be in school.</li> <li>• All remaining pupils to work remotely until February half term</li> <li>• Consider staggered start and finish times for various bubbles to reduce the amount of pupil numbers.</li> <li>• Various entrance/exit doors for bubbles</li> <li>• Limes Road entrance to be used.</li> </ul>	Med	<b>Yes</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</li> <li>• Staff to wear masks in all corridors and communal spaces</li> <li>• All pupils must wash their hands on arrival to school. Staff will direct children to the wash rooms/sinks to wash their hands (member of staff will supervise)</li> </ul>	Med	<b>Yes</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 with a staff member or/and SLT supervising outside to inform Parents to abide by the 2 metre social distancing rule.</li> <li>• Staggered leaving times if number increase</li> <li>• Children released when parent is next in queue and child will be collected from classroom</li> <li>• Consider radio communication to staff in classrooms</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>Families with different end times leave the premises and re-enter following the one way system to avoid congregation and congestion on the school site.</li> <li>Parents must wear face masks unless exempt – they must show this exemption by wearing a lanyard.</li> <li>KS2 will leave via Cedar Road entrance and KS1 and EYFS will use the Limes Road entrance.</li> </ul>			
<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>Pupils to be informed of the requirement to maintain social distancing when leaving school</li> <li>Staff on duty outside to ensure pupils leave in a safe manner</li> <li>Staggered times where possible</li> <li>A form has been sent out to year 6 pupils only so school knows who may leave the site independently, The children have received guidance on how to leave the school site swiftly and appropriately. Children not following this – parents will be called and pupil will need to be collected.</li> </ul>	Med	<b>Yes</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, email etc.</li> <li>Meetings may be arranged in exceptional circumstances, and strict social distancing rules observed.</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> <li>Parents will be discouraged in congregating around the school site</li> </ul>	Med	<b>Yes</b>	
<b>In class</b>						
<b>Children bringing equipment into school</b>	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>Pupils and Parents informed to keep items brought into school as a minimum</li> <li>Only lunch boxes, outdoor clothes, bags and mobile phones permitted (year 6 only)</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>Mobile phones will be placed, by the child in an individual poly pocket and place into a basket where it will be kept in the main school office.</li> </ul>			
<b>Classroom set up</b>	Staff Pupils	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.</li> <li>Classrooms to be arranged to support adult to avoid face to face contact</li> <li>Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart as far as possible and group sizes not exceeding 15</li> <li>Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible</li> <li>All unnecessary items to be removed from classrooms and learning environments and stored elsewhere</li> <li>All soft furnishings and items that are hard to clean to be removed</li> <li>Tissues available in each classroom for pupils 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>	Med	<b>Yes</b>	
<b>Class / Year Groups</b>	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>Three bubbles in school and they will not mix</li> <li>Where possible children are to be kept in their class bubbles.</li> <li>Children and adults not to mix bubbles – if this is necessary this will be logged with a phase leader.</li> <li>Bubbles are not to mix at lunch times.</li> </ul>	Med	<b>Yes</b>	
<b>Classroom Lessons</b>	Staff Pupils	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</li> <li>Pupils 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 maintain 2 metre rule as much as possible</li> <li>Removal of all unnecessary furniture</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• Ensure rooms are well ventilated</li> <li>• PHSE has been revised and amended to support pupils mental well-being during the pandemic</li> <li>• Staff to wear masks when not teaching</li> </ul>			
<b>Use of school resources in individual bubbles</b>	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• Keep the use of resources to each allocated bubble</li> <li>• Pupils 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> <li>• Resources are regularly cleaned.</li> </ul>	Med	<b>Yes</b>	
<b>Use of school resources shared between bubbles or classes</b>	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <li>• Indoor PE will take place in the school hall. Only 1 classroom bubble will use the hall at a time and only one year group bubble will use each hall during a day. Pupils will wash their hands before and after taking part in indoor PE lessons. Equipment will not be used for PE.</li> </ul>	Med	<b>Yes</b>	
<b>EYFS free flow Infection Control</b>	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Activities provided 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> <li>• Masks to be worn by staff when not teaching</li> <li>• Equipment and resources cleaned</li> <li>• Adults to maintain social distance with children where possible</li> <li>• Regular hand washing by staff and children</li> </ul>	Med	<b>Yes</b>	
<b>Assemblies Collective Worship</b>	Staff Pupils	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</li> </ul>	low	<b>Yes</b>	
<b>Educational Visits</b>	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>• Educational visits will not take place during lockdown.</li> </ul>	Low	<b>Yes</b>	

<b>SEND Pupils</b>	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils 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 pupils with SEND</li> <li>• A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category.</li> </ul>	High	<b>Yes</b>	
<b>Staff meetings/PPA</b>	Staff	Infection control	<ul style="list-style-type: none"> <li>• All staff meetings will be remote</li> <li>• PPA to be taken at home – under direction of the Head teacher</li> </ul>	Med	<b>Yes</b>	
<b>Attendance in schools</b>	Pupils	Education suffering	<ul style="list-style-type: none"> <li>• <b>During lockdown school will be open to vulnerable children and the children of critical workers. All other pupils will learn remotely until the end of lockdown and in line with government guidance.</b></li> <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>• School’s responsibility to record attendance and follow up absence</li> <li>• The school also has 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>• Negative test result received 10 day isolation has taken place</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>	Med	<b>Yes</b>	
<b>Use of Supply teachers and other staff</b>	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> <li>• No supply to be used during this period</li> </ul>	low	<b>Yes</b>	
<b>Before and After school clubs</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• There is no provision for before and after school at the moment</li> </ul>	Low	<b>Yes</b>	
<b>Music Lessons</b>	Pupils	Singing	Music lessons will be suspended until further notice.	Med	<b>yes</b>	

	Staff	Playing an instrument	<p>Thereafter:</p> <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>• 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>• No more than 15 pupils back to back or side to side</li> <li>• increased hand washing before and after handling equipment</li> <li>• Avoid sharing instruments and equipment wherever possible</li> </ul>			
<b>Physical Activity</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Outdoor sports where possible and contact sports avoided</li> <li>• Maximise distance between pupils</li> <li>• Equipment used must be scrupulously cleaned after each use</li> <li>• Encourage activities such as active mile</li> <li>• Indoor sports should be social distanced and all equipment cleaned after each group use: equipment use to be minimal</li> <li>• Indoor sports restricted to 'basic PE' such as Yoga, wake up shake up, aerobic activities</li> <li>• Equipment to be kept very minimal – this must be cleaned before and after each use.</li> </ul>	Med	<b>Yes</b>	
<b>Children requiring using the toilet in lesson times</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• Inform the child of the importance of washing their hands after using the toilet and, where possible on their return to the classroom, use the hand sanitiser</li> <li>• Toilet areas cleaned on a regular and frequent basis and supervised by an adult</li> <li>• Staff to remind children they must try to use the toilet at break times</li> </ul>	Med	<b>Yes</b>	



			<ul style="list-style-type: none"> <li>• Toilet visits in lesson times must be kept to a minimum and monitored by staff.</li> <li>• On their return to the classroom they must sanitize their hands.</li> <li>•</li> </ul>			
<b>Break/lunchtimes</b>						
<b>Break times</b>	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staggered break times for individual bubbles</li> <li>• Look at providing activities which can abide by the social distancing rules</li> <li>• Supervising staff must keep a 2-metre distance from each other at all times where possible</li> <li>• Staff to encourage children to maintain social distancing where possible</li> </ul>	Med	Yes	
<b>Preparing snacks and drinks</b>	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible encourage children to eat sandwiches/snacks outside or use of a designated area.</li> <li>• When indoors a designated area will be used</li> </ul>	Med	Yes	
<b>Refreshments for children Infection Control EYFS/Nursery/T4T 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>	Med	Yes	
<b>Use of Outdoor Play Equipment</b>	Pupils	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 pupils using</li> <li>• Social distancing to continue to be maintained where possible - if this is not possible ensure separate bubbles use equipment one bubble at a time</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> </ul> </li> </ul>	Med	Yes	

			<ul style="list-style-type: none"> <li>○ seating areas such as benches and picnic tables</li> <li>○ refuse areas/bins</li> </ul> <ul style="list-style-type: none"> <li>● Equipment to be sanitised between each bubble use where possible</li> <li>● Pupils to clean / sanitise hands prior to use and after use.</li> <li>● Remind pupils 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 pupils when in school</li> </ul> <p><b>Pupils with Additional Needs</b></p> <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>Lunch breaks</b>	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● Rota system in place for children to eat a hot meal/sandwiches staggered lunch break in their classroom. Lunch time staff to supervise children in classes</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>● Tables and chairs to be cleaned between each year group using the dining hall if this is to be used as a designated area</li> <li>● Lunchtime staff and kitchen staff to maintain social distancing where possible from children.</li> <li>● Staff to wear masks</li> <li>● Children encouraged to maintain social distancing</li> <li>● Children will be kept in class bubbles.</li> <li>● Staggered lunch times</li> <li>● Tables and chairs to be cleaned – using the Esteem spray before and after eating.</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>All children and adults to wash their hands</li> <li></li> </ul>			
<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: 8</b></li> <li><b>Maximum number of people in staffroom: 2</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>All adults to wear a mask, the mask can be removed for eating and drinking</li> <li>Staff must bring their own utensils/crockery/cups</li> <li>No washing up to be left under any circumstances</li> </ul>	Med	Yes	
<b>First Aid</b>						
<b>First Aid – minor treatment</b>	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries</li> <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> <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>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> </ul>	Med	Yes	

			<ul style="list-style-type: none"> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul>			
<b>First Aid – Life threatening</b>	Staff Pupils	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. Tell the call handler if the patient has any COVID-19 symptoms</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>• Use of a defibrillator if available</li> <li>• Always wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</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>• Use of a defibrillator if available</li> <li>• Always wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly</li> </ul>	Med	<b>Yes</b>	
<b>First Aid &amp; Medication</b>	Staff Pupils 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:</li> </ul>	Med	<b>Yes</b>	

			<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> <li>● Any dressings used to be double bagged</li> <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> <li>● Always wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>● Ensure you safely discard disposable items and clean reusable ones thoroughly</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>● A poster to be displayed of instructions which must be followed</li> <li>● Record all intimate care carried out</li> </ul>	High	<b>Yes</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 or who to go to so they can talk things through</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <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> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> </ul>			
<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>	Med	<b>Yes</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> <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>	Med	<b>Yes</b>	
<b>Safeguarding</b>	Pupils	Incidents	<ul style="list-style-type: none"> <li>• Always follow the statutory safeguarding guidance</li> <li>• Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals</li> <li>• Communication with other agencies and school nurse for pupils not seen in school prior to return</li> </ul>	Med	<b>Yes</b>	
<b>Shielding</b>						
<b>Pupils who are shielding</b>	Pupils	Risk of infection	<ul style="list-style-type: none"> <li>• During lockdown school will be open to vulnerable children and the children of critical workers. All other pupils will learn remotely until February half term.</li> <li>• Clinically extremely vulnerable pupils in <b>National Lockdown</b> are advised not to attend school.</li> </ul> <p><b>Tier System:</b></p>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• Clinically extremely vulnerable pupils in <b>Tiers 1 to 3</b>:             <ul style="list-style-type: none"> <li>○ The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</li> </ul> </li> <li>• Clinically extremely vulnerable pupils in <b>Tier 4</b> <ul style="list-style-type: none"> <li>○ Clinically extremely vulnerable pupils are advised not to attend school.</li> </ul> </li> <li>• Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</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> <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>			
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<p><b>Staff who are clinically vulnerable or extremely clinically vulnerable.</b></p>	<p>Staff</p>	<p>Concerns</p>	<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>• Those staff identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.</li> <li>• Clinically extremely vulnerable staff in <b>National Lockdown</b> are advised not to attend work and must work from home.</li> </ul> <p><b>Tier System:</b></p> <ul style="list-style-type: none"> <li>• Clinically extremely staff in <b>tiers 1 to 3</b> <ul style="list-style-type: none"> <li>○ All staff can continue to attend school in local restriction tiers 1, 2 and 3 including those who are clinically extremely vulnerable.</li> </ul> </li> <li>• Clinically extremely staff in <b>tiers 4</b> <ul style="list-style-type: none"> <li>○ In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. Clinically vulnerable staff can continue to attend school.</li> </ul> </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 with the exception of Tier 4, although we advise those in the most at risk categories to follow local tier guidance.</li> <li>• Advice for those who are clinically-vulnerable, including pregnant women, is available.</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> </ul>	<p>Med</p>	<p>Yes</p>	
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			<ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</li> </ul>			
<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>• Pregnant women from 28 weeks’ gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).</li> <li>• All pregnant women after 28 weeks, or before 28 weeks who have an underlying health condition, to work from home wherever possible.</li> <li>• Expectant mothers at 28 weeks will undertake an individual risk assessment.</li> </ul>	Med	<b>Yes</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 and reviewed when local tier restrictions change.</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</li> </ul>	Med	<b>Yes</b>	
<b>Families anxious returning pupils to school</b>	Pupils	Concerns Worry	<ul style="list-style-type: none"> <li>• During lockdown school will be open to vulnerable children and the children of critical workers. All other pupils will learn remotely until February half term.</li> <li>• Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• Arrange telephone, Zoom. 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>			
<b>Parents visiting/entering the building</b>	Parents Pupils staff	Spread of infection	<ul style="list-style-type: none"> <li>• Parents cannot enter the school building due to the guidelines : “minimise contact between individuals and maintain social distancing wherever possible”; “adults should maintain 2 metre distance from each other” – these measures could not be achieved if parents enter the building.</li> <li>• Face masks are asked to be worn by visitors when entering the school foyer to speak to the school office.</li> </ul>	High	<b>Yes</b>	
<b>Communication of policies and practice and infection control</b>						
<b>Awareness of policies / procedures / Guidance</b>	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, pupils, 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> <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> </ul> </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:</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>○ DfE, NHS, Department for Health and Social Care, PHE</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>● Pupils 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 Pupils 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 XX to ensure it is still visible and has not been removed.</li> <li>● Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance</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>● Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary</li> <li>● Teachers to reiterate key messages in class-time (when directed) to pupils 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, pupils and visitors</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <li>• Pupils 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 Team at least 3 times per day, and paper/hand towels are refilled regularly at least 3 times per day</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>• Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors</li> <li>• A regular check will be carried out by XX to ensure there are sufficient supplies of sanitising equipment provided across the school site and in designated areas such as washrooms</li> </ul>			
<b>Managing cases</b>						
<b>Manage positive cases amongst the school community</b>	Staff Pupils 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 local health protection team. 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> </ul>	High	<b>Yes</b>	

			<ul style="list-style-type: none"> <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 10 days since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils, DFE guidance July 2). This should be a proportionate recording process. Schools do not need to ask pupils 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:             <ul style="list-style-type: none"> <li>• <b>Negative result</b> If the test result is negative they do not need to self-isolate as long as:</li> </ul> </li> </ul>			
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			<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> 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 10-day isolation period). Their household should self-isolate for at least 10 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 pupils 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>	High	<b>Yes</b>	
<b>Dealing with symptoms in school</b>	Staff Pupils 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</li> </ul>	High	<b>Yes</b>	

			<p>with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <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 pupils' symptoms worsen.</li> <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 pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If a pupil needs to use the bathroom, they should use a separate bathroom KS1 CARE ROOM which will be cleaned after use.</li> <li>• Any pupils 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 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. The school will adhere to the current SOP:             <ul style="list-style-type: none"> <li>○ School to inform Department For Education coronavirus helpline on 0800 046 8687</li> <li>○ Report symptomatic children to cyp team using the template on the SOP.</li> <li>○ School to seek advice from Karen Darby, school nurse, if needed</li> </ul> </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> </ul> </li> </ul>			
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			<ul style="list-style-type: none"> <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> <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> </ul>			
<b>Track and Trace</b>	Staff Pupils 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 track and Trace</li> <li>● Self-isolate if they have been in close contact with someone who has tested positive for coronavirus</li> </ul>	Med	<b>Yes</b>	
<b>Testing Negative</b>	Staff Pupils Others	COVID 19	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.	Med	<b>Yes</b>	
<b>Testing positive</b>	Staff Pupils 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 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.</li> <li>● Other members of their household should continue self-isolating for the full 10 days</li> <li>● The school will follow guidance provided by DFE/PH and the current SOP</li> </ul>	High	<b>Yes</b>	
<b>Contingency Plans for Outbreaks</b>	Pupils 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> </ul>	High	<b>Yes</b>	



			<ul style="list-style-type: none"> <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 pupils</li> </ul>			
<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 pupils</li> <li>Toilet flushes and regular cleaning of toilets</li> </ul> </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. lockable bin.</li> </ul>	Med	Yes	
<b>Estates</b>	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>Site staff to ensure school is safe daily</li> <li>All statutory testing and in-house testing carried out including fire safety and legionella monitoring</li> <li>Ensure there are plenty of wash areas for staff and pupils to wash hands</li> <li>Ensure Legionella risks have been managed and all appropriate testing carried out</li> <li>Contractors to wear a face mask at all times</li> </ul>	Med	Yes	
<b>Statutory Tests and Inspections</b>	Staff Pupils	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> <li>Contractors to wear a face mask at all times</li> </ul>	Med	Yes	
<b>Contractors in school</b>	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>During National lockdown contractors are only permitted on site to carry out statutory checks and essential maintenance.</li> <li>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements</li> <li>Contractors to wear a face mask at all times</li> </ul>	Med	Yes	

			<ul style="list-style-type: none"> <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 pupils</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 handwashing facilities</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> <li>• Contractors to bring own food, drink and utensils onto site</li> <li>• School to ensure no pupils 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> <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 Pupils	Infection Control	<ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"> <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 pupils</li> <li>SLT to ensure regular practise takes place</li> </ul>			
<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> <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>	Med	<b>Yes</b>	
<b>Volunteers and school student placements in school</b>	Pupils	No DBS checks	<ul style="list-style-type: none"> <li>Volunteers will not be used during National Lockdown</li> <li>Only HVT School Direct students will be permitted on site</li> <li>“Other” placements will not be available until further notice</li> </ul>	Med	<b>Yes</b>	
<b>Visitors, Tutors and visiting specialists</b>	All	Spreading COVID	<p>Visitors/tutors/specialists to the site will be restricted until further notice. Only the following will be allowed on site, adhering to strict mask wearing, sanitising and social distancing:</p> <ul style="list-style-type: none"> <li>School nurse</li> <li>Emergency services</li> <li>Essential contractors</li> <li>Specialist staff</li> </ul>	Med	<b>Yes</b>	
School Ventilation	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>Ventilation of classrooms and corridors where possible, whilst maintaining a comfortable teaching environment</li> <li>Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible (if possible, systems should be adjusted to full fresh air)</li> </ul>	Med	<b>Yes</b>	

			<ul style="list-style-type: none"><li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space)</li><li>• Open high-level windows in preference to low level to reduce drafts where possible</li><li>• Opening internal doors to assist with airflow</li><li>• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li></ul>			
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