

MARCH 2021 FULL SCHOOL RETURN - COVID-19 Primary



HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Full return back to school from March 8 th 2021	Pupils Staff	Spread of Infection	<ul style="list-style-type: none"> • All pupils will be expected to return back to school <ul style="list-style-type: none"> ○ EYFS and year 3 + 4, 8th March 2021 ○ Key stage 1 and year 5 + 6, 09th March 2021 – remote learning 08.03.21 • Staff and Pupils will follow the same control measures as previously stated with additions as noted in their documents and specifics for eyfs in appendix 1 	Medium	✓	
Pupils and staff coming into close contact with person tested positive for COVID	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> • Pupils, and staff coming into contact with a positive case must self-isolate at home as they are at a greater risk of having contracted the virus and could pass this on to others. Ensure head teacher is made aware asap. • This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines. 	Low	✓	
Staff receiving LFD Tests	Staff	Risk of infection	<ul style="list-style-type: none"> • At Lanesfield all staff will engage in LFT twice weekly Monday and Wednesday morning or Sunday and Tuesday evening. Test will be taken at home • Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school, although participation in testing is strongly encouraged (see guidance from Wolverhampton public health) . • Anyone with a positive result will not need to take a confirmatory Polymerase Chain Reaction 	M	✓	

			<ul style="list-style-type: none"> • (PCR) test and follow the self-isolation guidelines (currently 10 days). • This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines 			
Concerns or issues regarding testing and COVID	Staff	Complaints or concerns	<ul style="list-style-type: none"> • Schools and colleges in England can raise questions, concerns or report issues, via the DfE coronavirus helpline:08000 468687 or at RapidTesting.SCHOOLS@education.gov.uk. 	L	✓	
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Inform parents of the entrance and exit points in advance to the new term. Letter to parents 26.02.21. Followed up with website post and facebook notification. • Lanesfield to have a one way system to outline the entrance and children using the reception area. Use of the main playground will not be one way, however all areas have clear footprint marks to identify the direction of travel. • Key stage 2 children to be dropped at reception or schools gates – see specific drop off and collection point. • 2 metre rule to be enforced while they are waiting for staff to receive their pupils if this can't be enforced a 1 metre rule to be adhered to. • Parents will not be permitted on to the school site and should leave their child at the entrance gate (not EYFS/KS1). • Parents wishing to talk to staff must make an appointment. • Telephone call 01902 558950 and new email address: • Reception area closed to parents but reviewed weekly. 	L	✓	

School uniform	Pupils	Infection control	<ul style="list-style-type: none"> Pupils to attend school in school uniform. 	L	✓	
Dedicated school transport	Pupils Driver	Risk of infection	<ul style="list-style-type: none"> Dedicated school transport (not used by members of the public). Where possible encourage use only where necessary to allow for social distancing. Where possible allow for additional transport or staggered pickups. Organised queuing and boarding to be implemented where possible. Asking pupils to use a regular seat on transport. School transport vehicles to be distanced apart to reduce large groups gathering. Hand sanitiser to be available for use on boarding/ disembarking. Pupils and staff using public transport must wear a face covering (unless exempt). Regular cleaning of hard surface areas and frequently touched areas before being used by another group/ bubble. If a pupil develops symptoms whilst at school, they will be sent home. They must not travel home on school transport. The school will contact the parent or carer who should make arrangements for the child or young person's journey home. Social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles' Siblings will sit together. Maximise the ventilation of fresh air (from outside the vehicle) through opening windows and ceiling vents. Tissues and a lidded tissue bin will be situated onboard 	L	✓	

Wider public transport	Pupils Driver Public	Risk of infection	<ul style="list-style-type: none"> • Where possible encourage pupils to walk to school or use alternative transport i.e. cycle, walking bus. • Where possible allow pupils to arrive at a staggered time to avoid peak travel times. • Pupils encouraged to wash hands as soon as arrive at school. • Pupils and staff using public transport must wear a face covering (unless exempt). 	L	✓	
Driver and passenger assistants	Pupils Driver Assistants	Risk of infection	<ul style="list-style-type: none"> • Drivers and passenger assistants must not work if they have symptoms, or if someone in their household or support bubble has symptoms. • If they develop symptoms whilst at work they must go home and get a test. 	L	✓	
Pupils and staff car sharing	Pupils Staff	Risk of infection	<ul style="list-style-type: none"> • If pupils or staff need to share a car to school with someone outside of their support bubble or household, they should: <ul style="list-style-type: none"> ○ Share with the same people each time. ○ Open the windows for ventilation. ○ If they are aged 11 or over, wear a face covering. 	L	✓	
Face covering	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> • Signs or posters in place on how pupils remove face masks correctly or information given in newsletters prior to start of new term. • Removal of face masks when pupils enter school. • Staff and pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears). • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. 	L	✓	

			<ul style="list-style-type: none"> • Consider wearing face coverings when in communal areas and moving around the school site. • All staff will wear Visor or face coverings when speaking with parents. • Staff to be encouraged to wear face coverings when out of your social bubble. • Staff identify which face covering they wear, but recognise that visor protect the user but do not offer as much protect to others as a face mask. • Children in primary school do not need to wear a face covering. 			
All year groups returning to school on 8 th March	Pupils Staff Parents Others	Risk of spread of infection due to large groups of pupils	<ul style="list-style-type: none"> • All primary school pupils are expected to return to school on 8 March. <ul style="list-style-type: none"> ○ EYFS and year 3 + 4, 8th March 2021 ○ Key stage 1 and year 5 + 6, 09th March 2021 – remote learning 08.03.21 	L	Y	
Prevention of Infection The following must be in place in schools at all times:	Pupils Staff Parents Others	Risk of spread of infection	<ul style="list-style-type: none"> • Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). <p>All schools must follow this process and ensure all staff are aware of it.</p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with 	L	Y	

			<p>possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). A full CFR test not lateral flow.</p> <ul style="list-style-type: none"> • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. 			
<p>Prevention of Infection Must be properly considered and schools must put in place measures that suit their particular circumstances.</p>	<p>Pupils Staff Parents Others</p>	<p>Risk of spread of infection</p>	<ul style="list-style-type: none"> • Minimise contact between individuals and maintain social distancing wherever possible. • 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household or support bubble who does, do not attend school. • 2) Clean hands thoroughly more often than usual. • 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. • 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. • 5) Minimise contact between individuals and maintain social distancing wherever possible. • 6) Where necessary, wear appropriate personal protective equipment (PPE). <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupils-social-care</p>	<p>L</p>	<p>✓</p>	

Staff receiving child from parent	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Staff receiving pupils to remember and follow the 2-metre rule (or 1 metre + if not viable). All staff to wear a visor or mask when allowing pupils in building. This should not be a time to share messages or engage in conversation Staff will direct pupils to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the washrooms to wash their hands (member of staff will supervise). All pupils must wash their hands on arrival to school or use hand santiser. 	L	Y	
Pupils bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> Pupils and parents informed to keep items brought into school as a minimum. Essentials - only lunch boxes, outdoor clothes, and bags permitted. 	L	✓	
Classroom set up	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classroom must be set up with all desks forward facing and side to side seating. The teacher's and learning support desk/ standing desk must be kept 2 metres away from the pupils' tables/desks. Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. Good ventilation maintained. 	L	✓	
Class/year groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Where possible pupils are to be kept in their class/year bubbles and not to mix with other bubbles. 	L	✓	
Classroom lessons	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching. Where pupils may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 			

			<p>metre rule or the staff are to only teach in their allocated bubbles.</p> <ul style="list-style-type: none"> • Pupils old enough to understand will be informed not to touch staff and their peers where possible. • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. • Removal of an unnecessary furniture. • Good ventilation maintained. 	L	✓	
Use of school resources in individual bubbles	Staff Pupils	Infection control	<ul style="list-style-type: none"> • Where possible keep the use of resources to each allocated bubble. • Pupils should use their own pencils and pens and not share. • All classroom based resources i.e. books and games, should be cleaned regularly along with all frequently touched surfaces. • All marking for key stage 2 will be vire showbie 	L	✓	
Use of school resources shared between bubbles or classes	Staff Pupils	Infection control	<ul style="list-style-type: none"> • Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	L	✓	
Taking items/ resources home	Staff Pupils	Infection control	<ul style="list-style-type: none"> • Unnecessary taking home of equipment/resources discouraged. • Cleaning as above if items are taken home. • Books will remain in school for key stage 2 	L	✓	
Assemblies collective worship	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> • Keep assemblies/worship separate to individual bubbles or if room available keep bubbles of one year group separated by at least 2 metres. 	L	✓	
Educational visits	Staff Pupils	Infection control	<ul style="list-style-type: none"> • Educational trips are suspended until further notice. 	L	✓	

SEND pupils	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> • Pupils who have complex needs or who need close contact care, will continue as normal. • A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. 	L	✓	
Use of supply teachers and other staff	Staff Pupils	Risk of infection	<ul style="list-style-type: none"> • Speak again to all learning support and share the guidance from the government regarding use of support staff, • Identify any concerns with regard to staff cover prior to cover request. • Inform supply staff of the arrangements in place. • Consider using longer assignments for supply teachers and/or other staff. • Where possible minimise their movement around school and keep them in the same bubbles. • Where face to face meetings are necessary, schools should make clear to candidates that they must adhere to the system of controls that schools have in place. • Schools will also have the discretion to require face coverings for visitors where social distancing cannot be managed safely. • Virtual interviews to take place wherever possible. • As a preference all meetings to take place via teams. 	L	✓	
				L	✓	
Before and after school clubs	Pupils Staff	Infection control	<ul style="list-style-type: none"> • Should only be accessed by Parents for the following: <ul style="list-style-type: none"> ➤ The provision is being offered as part of the school's educational activities (including catch-up provision) ➤ The provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution ➤ The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment 	L	✓	

			<p>or address a medical need or attend a support group.</p> <ul style="list-style-type: none"> • Arrange for same staff to deliver before and after care provision to reduce risk. • Good ventilation maintained. • Pupils to be collected by AFS to support smooth transient 			
Music lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> • Look at reducing risk of using particular instruments and allowing large groups. • Instruments to be assigned to set classes. • No more than 15 pupils back to back or side to side for singing. • No sharing of woodwind instruments. • Good ventilation required. • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	L	Y	
Physical activity	Pupils Staff	Infection control	<p>Curriculum:</p> <ul style="list-style-type: none"> • Outdoor sports prioritised where possible ad large indoor space used if indoors. • When teaching sports the sports taught will be in line with the national governing bodies who have developed guidance under the government guidance. • During lessons pupils distance will be maximised • Equipment used must be scrupulously cleaned after each use. • Encourage activities such as active mile and activity breaks in classroom. • Alter the timetable to ensure 15 min break support 2 hour exercise goal for each class. 	L	✓	

			<ul style="list-style-type: none"> Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. Maximise natural ventilation flows. <p>Break Times:</p> <ul style="list-style-type: none"> Children at break times should use their own class equipment provided. The activities children complete should not be contact sports or activities. Items can be used such as basketballs to shoot hoops but no one on one close contact between children. Equipment used should be cleaned and put away safely in the classroom. 			
Pupils requiring using the toilet in lesson times	Pupils Staff	Infection control	<ul style="list-style-type: none"> Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. Toilet areas cleaned on a regular and frequent basis. 	L	✓	
Break times	Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> Pupils informed again of the importance of social distancing whilst outside. Staggered break times for individual bubbles. Use of all available areas of playground. Look at providing activities which can abide by the social distancing rules. Supervising staff must keep a 2-metre distance from each other at all times where possible. 	L	✓	
Break times – Staff room	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> Identify additional areas for staffroom use – Mobile; music room. Minimise the use of staff rooms and follow staff timetable. Staff must sit at least 2 metres apart from each other. 	L	✓	

			<ul style="list-style-type: none"> • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils or place them in the dishwasher. • Staff emptying the dishwasher will wash and sanitiser hands and put items away in the appropriate cupboard • Good ventilation maintained. 			
Break times Classrooms	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> • When pupils have completed lunch breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Dispose of all cloths in a closed bin and empty on a regular basis. • Good ventilation maintained. 			
Lunch breaks	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> • School kitchen to be fully open and normal legal requirements will apply to the provision of food for pupils. • Free school meal support to be in place • Drinking water provided free of charge to pupils on school premises. • Eyfs to eat lunches in the hall • All other classes to eat in the classsroom • Rota system in place for pupils to eat a hot meal/ sandwiches. • All classes to eat in class rooms. • Tables and chairs to be cleaned between each year group using the dining hall. • Lunchtime staff and kitchen staff to maintain social distancing where possible from pupils. • Good ventilation maintained. 	L	✓	
				L	✓	

First Aid – minor treatment	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> • 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. • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly. 	L	✓	
First Aid – life threatening	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms. • Wear face covering and gloves when in close contact or dealing with bodily fluids. <p>ADULTS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly. 	L	✓	

			<p>PUPILS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly. 			
First Aid & medication	Staff Pupils Others	First Aid procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK). • Ensure records of administration are kept up to date and who administered the medication. • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK). • Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact. • Ensure you safely discard disposable items and clean reusable ones thoroughly. 	L	✓	
Intimate care	Staff	Lack of infection control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: (as per their usual requirements) • Wear gloves • Wear an apron • Wear a mask 			

			<ul style="list-style-type: none"> • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin). • Soiled clothes to be double bagged and given to Parents on collection of child. • Staff must wash their hands once gloves and masks are removed. • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 	L	✓	
Pupils who are upset	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider short contact only. • Wash hands after contact. 	L	✓	
Pupils with behavioural issues	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations. • Where possible allow child to be in a room on their own or outside. • If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face covering. 	L	✓	
Pupils who are extremely clinically vulnerable.	Pupils	Ill health	<ul style="list-style-type: none"> • Pupils who are classed as CEV and have a letter confirming this will need to continue to shield until further guidance received. • Remote teaching and learning will resume for these Pupils.. • Pupils who have an adult receiving treatment that results in the classification of extremely clinically vulnerable will continue to learn remotely 	L	✓	
Pupils who are vulnerable.	Pupils	Ill health	<ul style="list-style-type: none"> • Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them. 			

			<ul style="list-style-type: none"> • When a vulnerable pupil is required to self-isolate, you should: • notify their social worker (if they have one) • agree with the social worker the best way to maintain contact and offer support You should have procedures in place to: • check if a vulnerable pupil is able to access remote education support • support them to access it (as far as possible) • regularly check if they are accessing remote education 	L	✓	
Staff who are extremely clinically vulnerable.	Staff	Ill health	<ul style="list-style-type: none"> • Staff who are classed as CEV and have a letter confirming this will need to continue to shield and work from home until further guidance received. • Staff living with persons who are CEV can still attend the workplace 	L	✓	
Staff who are clinically vulnerable	Staff	Concerns Worry	<ul style="list-style-type: none"> • Advice for those who are clinically-vulnerable, including pregnant women, is available. • 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. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	L	✓	
Pregnant staff	Staff	Concerns Worry	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. 	L	✓	

			<ul style="list-style-type: none"> • Staff and pregnant Pupils who are 28 weeks pregnant and beyond are at an increased risk and may fall in the CEV category. • If CEV then you should follow Government shielding advice. • Expectant mothers risk assessments must be carried out and risk control measures put in place. • https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ • Expectant mothers risk assessments must be carried out and risk control measures put in place. 			
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 			
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. 	L	✓	

			<ul style="list-style-type: none"> • Arrange telephone, teams or face to face meetings with parents. • Provide reassurance. 			
Use of outdoor play equipment	Pupils	Risk of infection	<ul style="list-style-type: none"> • Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. • Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time. • Limit the number of users on the equipment at any one time. • At Lanesfield the equipment will be used just once a week and cordoned off for other days to discourage use. <p>Sanitise frequently touch point areas:</p> <ul style="list-style-type: none"> • playground equipment for pupils, usually up to age 14, such as slides monkey bars and climbing frames • semi enclosed playhouses or huts for small pupils • enclosed crawl through ‘tunnels’ or tube slides • exercise bars and machine handles on outdoor gym equipment • entry and exit points such as gates • seating areas such as benches and picnic tables • refuse areas/bins <p>Equipment to be sanitised between each bubble use where possible.</p> <p>Pupils to clean / sanitise hands prior to use and after use.</p> <ul style="list-style-type: none"> • Remind pupils not to put hands near mouth or nose. <p>No food or drink to be consumed when using any outdoor equipment.</p> <p>Signs informing parents</p>	L	✓	

			<ul style="list-style-type: none"> • Signs to be displayed informing Parents to keep their pupils off the equipment and it is for supervised use only for pupils when in school. <p>Pupils with Additional Needs</p> <ul style="list-style-type: none"> • May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. • Pupils with physical and sensory disabilities may need assistance with moving from one place to the next <p>Keeping Staff Safe</p> <ul style="list-style-type: none"> • Ensure staff only supervise their pupil bubbles • Staff to have a supply of sanitising equipment and if required PPE 			
Pupils leaving at the end of the school day. Primary	Staff Parents Others	Spread of infection due to close contact	<ul style="list-style-type: none"> • One way system in place with a staff member supervising outside to inform parents to abide by the 2 metre social distancing rule. Wit the exception of main playground. • Staggered leaving times across all key stages. 	L	✓	
Pupils leaving at the end of the school day. Walking home alone or not being collected by parent	Staff Parents Others	Spread of infection due to close contact	<ul style="list-style-type: none"> • Pupils to be informed of the requirement to maintain social distancing when leaving school. • Staff on duty outside to ensure pupils leave in a safe manner. • Staggered times where possible. 	L	✓	
Parent wishing to talk to staff	Staff	Spread of infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that they must book to speak to staff. • Any messages must be sent to the office vire email or telephone. All meetings will be vire teams or over telephone. • Parents will be discouraged in congregating around the school site. 	L	✓	

			<ul style="list-style-type: none"> Public health will support this for the first three weeks of opening following the third national lockdown. 			
Awareness of policies/ procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids). Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 	L	✓	

<p>Poor hygiene practice</p>	<p>Staff Pupils Others</p>	<p>Ill health</p>	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • All classes to use the hand sanitisers local to each classroom. • Staff to sanitiser on entering the building. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • All cutlery and cups are thoroughly cleaned before and after use. • Aspens to provide the throw away containers • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team/Public Health England. • Good ventilation maintained. 	<p>L</p>	<p>Y</p>	
<p>Response to any infection</p>	<p>Heads of School</p>	<p>COVID 19</p>	<ul style="list-style-type: none"> • 7) Engage with the NHS Test and Trace process. • 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 	<p>L</p>	<p>✓</p>	

			<ul style="list-style-type: none"> • 9) Contain any outbreak by following local health protection team advice. • Numbers 7 to 9 must be followed in every case where they are relevant. 			
Track and Trace	Staff Pupils Others	Coronavirus symptoms	<ul style="list-style-type: none"> • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. • The school to inform staff and parents they must be willing to take a test if they are displaying symptoms. • All pupils can be tested (including pupils under 5) • They should provide details of close contacts if they test positive or if asked by NHS track and Trace • All visitors to provide clear contactable information including telephone contactable. • Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 	L	✓	
Testing negative	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household and support bubble can stop self-isolating. 	L	✓	
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 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 	L	✓	

			<p>they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <ul style="list-style-type: none"> Other members of their household and support bubble should continue self-isolating for the full 10 days. 			
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team 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. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. 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"> 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). Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. 	L	✓	✓
				L		

			<ul style="list-style-type: none"> • Travelling in a small vehicle, like a car, with an infected person. • 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 pupils and staff in different groups (see section 5 of system of control for more on grouping pupils). 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. • 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"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • 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 and support bubble should self-isolate for at least 10 days from 		
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			<p>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"> Schools should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
Contain an outbreak	School Head Teacher	Not following advice	<ul style="list-style-type: none"> If schools have two or more confirmed cases within 10 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. 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. 	L	Y	
Ill health	Staff Pupils Others	Coronavirus symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty 	L	✓	

			<p>in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 			
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			<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed not to bring their pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 	L	✓	
Occupational health	Staff Others	Infection control	<ul style="list-style-type: none"> Senior leadership and management are to carry out regular and robust checks to provide staff with the latest and up to date information advice & guidance. Occupational health advice should be part of strategic planning and may be required on an individual basis on issues including: 	L	✓	

			<ul style="list-style-type: none"> • Return to work after testing, isolation, or illness. • Management of staff who have concerns about specific vulnerability. 			
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	L	✓	
Lack of communication	Pupils Staff Parents Others	Infection control	<ul style="list-style-type: none"> • The school staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. • The Headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. 			

			<ul style="list-style-type: none"> Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while school open	Staff	Infection control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➤ All door handles ➤ All tables and chairs used by staff and pupils ➤ Toilet flushes and regular cleaning of toilets. These should be carried out as a minimum of twice a day All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Regular cleaning of surfaces will reduce the risk of spreading the virus. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 	L	✓	
Estates	Staff Pupils	Health & Safety Infection control	<ul style="list-style-type: none"> Site staff to ensure school is safe. All statutory testing and in-house testing carried out. Ensure there are plenty of wash areas for staff and pupils to wash hands. Ensure Legionella risks have been managed and all appropriate testing carried out. 	L	✓	
Statutory tests and inspections	Staff Pupils	Health & Safety Infection control	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 	L	✓	
Ventilation	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Any ventilation equipment to be inspected as per manufacturer's guidelines to ensure it remains in full working order. 			

			<ul style="list-style-type: none"> • Use natural ventilation, by opening windows. • If temperatures are low, open windows just a little while lessons take place, and open wide during breaktimes. • Encourage pupils and staff to wear more layers. • Ensure there are no direct cold draughts onto pupils or staff. • Keep doors open unless they are fire doors along corridors and vacant rooms (especially staff room). 	L	✓	
Fire Safety	Staff Pupils	Smoke Fire	<ul style="list-style-type: none"> • Fire safety management plans should be reviewed and checked in line with operational changes. You should check: all fire doors are operational at all times • your fire alarm system and emergency lights have been tested and are fully operational • Carry out emergency drills as normal (following social distancing as appropriate). You should make adjustments to your fire drill to allow for social distancing as appropriate. <p>https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</p>	L	✓	
Contractors in school	Staff Pupils	Health & Safety Infection control	<ul style="list-style-type: none"> • Where contractors are coming into school, they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. 	L	✓	

			<ul style="list-style-type: none"> • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately. 			
Emergencies	Staff Pupils	Infection control	<ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	✓	
Mental health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> • Have regular keep in touch meetings/calls with people working at home and in school to talk about any work issues • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Involve workers in completing risk assessments so they can help identify potential problems and identify solutions • Keep workers updated on what is happening so they feel involved and reassured • 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 	L	✓	

Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> • School leaders discuss leave arrangements with staff before the end of the spring term to inform planning for the autumn term. • There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. • Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	L	✓	
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> • Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. • Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 	L	✓	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> • Always follow the statutory safeguarding guidance • Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and pupils regarding any additional or new safeguarding referrals • Communication with other agencies and school nurse for pupils not seen in school prior to return. 	L	✓	
Contingency plans for Outbreaks Local outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. 	L	✓	

			<ul style="list-style-type: none">• Schools will also need a contingency plan for this eventuality.• This may involve a return to remaining open only for vulnerable pupils and the pupils of critical workers and providing remote education for all other pupils.			
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