

FULL SCHOOL RETURN - COVID-19 – Updated for 8th March, 2021

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*
Arrival						
Arriving to school arrangements	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 via website or other communication systems. • Consider where possible, having a one-way system introduced when parents bring pupils to school. Pedestrianized front area to allow increased number of pedestrians to enter for school drop off and remain socially distanced. • 2 metre rule to be enforced while they are waiting for staff to receive their children where possible. • Parents asked to wear masks in public areas of the school: playground and school office. • Staff and visitors to wear masks in all corridors and communal spaces. • Parents wishing to talk to staff must ring school in the first instance. • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Inform each year group and their parents of beginning and end of school day. Whole school start between 8.30-8.55 so extended time to enter school. • Inform each year class, and their parents, of the allocated entrance and exit points to school and where they should go on arrival. Each class will enter / exit through their own classroom door and Y3/4 mixed class will enter through the Y3/4 cloakroom as they do not have their own classroom door to the playground. • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day 	Low	Y	

Entering the school site	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils to be supervised in accessing hand-washing facilities on arrival. Use phase cloakroom sinks and classroom sinks to space pupils out – phase class rota in place • All staff to wash hands on arrival in school • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 	Low	Y	
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> • Pupils must attend school in school uniform as these are easily cleaned (washing machine). They do not require cleaning any more than usually. 	Low	Y	
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle, own car • Where possible allow pupils to arrive at a staggered time to avoid peak travel times • Pupils to wash hands as soon as they arrive at school 	Low	Y	
Face Masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Pupils are not expected to wear facemasks • Staff and visitors to wear masks in all corridors and communal spaces unless they are exempt. • Face visors or shields should not be worn as an alternative to face coverings. • Staff to wear masks at the classroom door/school gate at the start and end of the day • Ensure hands are cleaned before and after touching face masks. This includes removal and putting them on. • Staff and Pupils to ensure they remove any masks correctly 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 you show symptoms, this must go in the medical bin in the firstaid room. • If material re-usable masks: these should be placed inside a sealable, disposable bag and taken home to re-wash before reusing. 	Low	Y	

			<ul style="list-style-type: none"> • 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. • Safe wearing and disposal of face covering posters are displayed inside school, in communal corridors, for staff to see 			
All year groups returning to school following end of lockdown	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> • Attendance is mandatory for all year groups from 8th March • Consider staggered start and finish times for various year groups to reduce the amount of pupil numbers (as above) • Consider various entrances for year groups –use of classroom doors. 	Low	Y	
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to remember the 2-metre rule where possible • All pupils must wash their hands on arrival to school. Staff will direct children to the wash rooms/sinks to wash their hands • All staff to wear masks in communal areas and corridors. 	Low	Y	
Pupil collection						
Children leaving at the end of the school day	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 where possible. • Consider staggered leaving times (between 3-3.15pm) • Children released when parent is next in queue • Phone communication to staff in classrooms 	Low	Y	
Children leaving at the end of the school day. Walking home alone or not being collected by parent	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils to be informed of the requirement to maintain social distancing when leaving school • Staff on duty outside to ensure pupils leave in a safe manner • Staggered times where possible 	Low	Y	
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 the majority of conversations with staff will be either over the phone, email etc • Meetings may be arranged in exceptional circumstances, and strict social distancing rules observed. 	Low	Y	

			<ul style="list-style-type: none"> Parents asked to wear masks when speaking with staff Staff to wear masks when speaking with parents and abide by the 2m social distancing rule. Parents will be discouraged in congregating around the school site. 			
In class						
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> Pupils and parents informed to keep items brought into school as a minimum Only lunch boxes, water bottles, outdoor clothes and bags permitted (with books and planners). Lunchboxes, bags and coats to be kept in the classroom. Bags under desks and coats on backs of chairs. Y3/4 mixed class will use the cloakroom as they walk through this in the morning. 	Low	Y	
Classroom set up	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classroom must be set up where possible with all desks and pupils forward facing and side by side seating, without compromising safety routes / fire escapes. The teacher's desk must be kept 2 metres away from the children's tables/desks where possible. Classrooms to be arranged to support adults to avoid face to face contact Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible All unnecessary items to be removed from classrooms and learning environments and stored elsewhere. All soft furnishings and items that are hard to clean, to be removed. Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. Classrooms will be well ventilated 	Low	Y	
Class / Year Groups / Phase bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Where possible children are to be kept in their phase bubbles and not to mix with other bubbles if this is possible. 	Low	Y	
Classroom Lessons / Teaching Groups	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Teaching / support staff must keep to safe distance at all times where possible when teaching 	Low	Y	

			<ul style="list-style-type: none"> Teaching/support staff to remain consistent with bubbles where possible to minimise contact and help with contract tracing Where children may require extra assistance a 2 metre rule must try to be enforced 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 maintain the 2m rule as much as possible Removal of all unnecessary furniture Ensure rooms are well ventilated 			
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 	Low	Y	
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 	Low	Y	
EYFS free flow Infection Control	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Look at providing activities which can abide by the rules or minimising the amount of children in one area and resources used Supervising staff must keep a 2 metre distance from each other as reasonably practicable 	Low	Y	
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. No whole school assemblies No singing 	Low	Y	
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Trips and residential visits will not take place until further notice. 	Low	Y	
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 An individual risk assessment may be required for some pupils with SEND 	Low	Y	

			<ul style="list-style-type: none"> A risk assessment has been completed for any staff who are vulnerable due to their health or BAME. This has been shared with individuals. 			
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> Attendance is mandatory for all pupils from 8th March 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. It is the 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; It is the school’s responsibility to record attendance and follow up absence 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 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"> Negative test result received 10 days isolation has taken place A letter will be issued to the parents to confirm the date of the pupil’s return. 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 	Low	Y	
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> 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 	Low	Y	
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> After school club will continue as normal Where possible keep pupils in bubbles Where not possible look at consistent small groups only in year group bubble Arrange for same staff to deliver before and after care provision to reduce risk 	Low	Y	

Music Lessons	Pupils Staff	Singing Playing an instrument	<p>Music lessons will recommence under the following conditions:</p> <ul style="list-style-type: none"> • Look at reducing risk of using particular instruments • If possible lessons to take place outside. • 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 • Good ventilation required • If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. • Increased hand washing before and after handling equipment • Avoid sharing instruments and equipment wherever possible <p>If singing:</p> <ul style="list-style-type: none"> • Singing can only take place OUTSIDE and pupils should sit side by side or back to back or observe strict social distancing with all adults and children 2m apart 	Low	Y	
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Outdoor sports where possible and contact sports avoided • Maximise distance between pupils • Equipment used must be scrupulously cleaned after each use OR class PE box OR phase PE box but cleaned between each use • Encourage activities such as active mile at lunchtime. Lunchtime activities and lunchtime year group activity box to be cleaned after each use or as above. • Indoor sports should be social distanced and all equipment cleaned after each group use. Equipment use to be minimal. 	Low	Y	
Children 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. Optionally hand sanitiser for use in classrooms too. • Toilet areas cleaned on a regular basis 	Low	Y	
Break/lunchtimes						
Break times	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staggered break times for individual bubbles where possible • Supervising staff must keep a 2-metre distance from each other and pupils where possible 	Low	Y	

Preparing snacks and drinks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible children, to eat sandwiches / snacks in a designated area. This is the classroom for most pupils. • Ensure surfaces have been wiped down with a mild disinfectant before and after eating lunch / snacks • When clearing up ensure gloves are worn when picking up / disposing of leftover food 	Low	Y	
Refreshments for children Infection Control EYFS Children	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Wear gloves when preparing any fruit or toast • Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drink • When clearing up ensure gloves are worn when picking up / disposing of leftover food • Wash all utensils in hot soapy water/use a dishwasher where available 	Low	Y	
Use of Outdoor Play Equipment	Pupils	Risk of Infection	<ul style="list-style-type: none"> • No use of fixed outdoor play equipment • Bubbles use their own equipment where possible • Sanitise frequently touch point areas where possible: <ul style="list-style-type: none"> ○ entry and exit points such as gates ○ seating areas such as benches and picnic tables ○ refuse areas/bins • Equipment to be sanitised between each bubble use where possible • Pupils to clean / sanitise hands prior to use and after use. • Remind pupils not to put hands near mouth or nose. • No food or drink to be consumed when using any outdoor equipment. • Fixed equipment taped off so pupils cannot use at the start and end of the day • Pupils with Additional Needs <ul style="list-style-type: none"> • May require frequent reminders about rules of behaviour • Children with physical and sensory disabilities may need assistance with moving from one place to the next • Keeping Staff Safe <ul style="list-style-type: none"> • Staff to have a supply of sanitising equipment and, if required, PPE 	Low	Y	

Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Rota system in place for children to eat a hot meal/sandwiches. Lunchtime supervisors will be based with one year group in EYFS / KS1 and one year group in KS2 over lunchtime. Supervisors will stay with the same year groups. • Pupils eat their lunch in their classroom / year group designated space. • Lunch will be taken in classes, keeping the bubbles apart as much as possible • Pupils in the dinner hall to remain in classes and to not sit facing each other • Lunchtime staff to maintain social distancing where possible from children. Kitchen staff will deliver the lunches on a trolley outside classrooms / office for collection by staff. 	Low	Y	
Staff break and lunchtimes			<ul style="list-style-type: none"> • Staffroom only to be used for making drinks / using the microwave / getting to the fridge. Only 2 people in this area at a time. Please eat in the classroom that you are based in. • Staff must sit at least 2 metres apart from each other • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. • Appropriate cleaning products available for staff to use before and after use of high contact areas • All adults to wear a mask, the mask can be removed for eating and drinking 			
First Aid						
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. • No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. • PPE should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is: <ul style="list-style-type: none"> ○ a face mask should be worn if a distance of 2 metres cannot be maintained ○ if contact is necessary, then gloves, an apron and a face mask should be worn 	Low	Y	

			<ul style="list-style-type: none"> ○ eye protection (visor) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting ● Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. ● Ensure records of injury and treatment are recorded and who administered first aid treatment. ● Always wash hands 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 – 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/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. ● Always wash 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. <p>CHILDREN</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. ● Always wash 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. 	Low	Y	
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. ● No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. 	Low	Y	

			<ul style="list-style-type: none"> • 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"> ○ a face mask should be worn if a distance of 2 metres cannot be maintained ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting • Any dressings used to be double bagged • Where any medications are administered try and encourage the pupils to self-administer (always refer to up to date information from Gov.UK) <ul style="list-style-type: none"> • Always wash 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. 			
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): <ul style="list-style-type: none"> ○ Wear gloves ○ Wear an apron ○ Wear a mask • Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to parents on collection of child • Staff must wash their hands once gloves and masks are removed • Record all intimate care carried out 	Low	Y	
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Involve workers in completing risk assessments so they can help identify potential problems and identify solutions 	Low	Y	

			<ul style="list-style-type: none"> • 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. 			
Safeguarding & Pastoral care						
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child • Encourage child to use a tissue to wipe eyes/nose etc. Get them to wash their hands • If contact is required, consider short contact only • Adult to wash hands after contact 	Low	Y	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If positive handling techniques are required, and there is a risk of spitting, it may be advisable advised to wear a face coverings 	Low	Y	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> • Always follow the statutory safeguarding guidance • Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals 	Low	Y	
Shielding						
Pupils who are shielding	Pupils	Risk of infection	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • Pupils who have been confirmed as clinically extremely vulnerable should continue to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally 	Low	Y	

			<ul style="list-style-type: none"> • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school • 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). • 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) • Where children are not able to attend school, as parents are following clinical and/or public health advice, absence will not be penalised 			
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns	<ul style="list-style-type: none"> • School Leaders to ensure that they have a complete list of clinically extremely vulnerable and clinically vulnerable adults for their school • There is specific guidance for 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). The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. • Clinically extremely vulnerable staff are advised not to attend work and must work from home. 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. While in school they must follow the system of controls to minimise the risks of transmission. • Staff who live with those who are clinically extremely vulnerable and clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. • Staff who live with those who are clinically extremely vulnerable and clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 	Low	Y	

			<ul style="list-style-type: none"> • 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. • Advice for those who are clinically-vulnerable, including pregnant women, is available. • An individual risk assessment will be carried out for all staff who are at an increased risk of COVID 			
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people • Expectant mothers risk assessments must be carried out and risk control measures put in place • 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). • All pregnant women after 28 weeks, or before 28 weeks if they have an underlying health condition, to work from home wherever possible. • Expectant mothers at 28 weeks will undertake an individual risk assessment. 			
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. • An individual risk assessment will be carried out and reviewed when local tier restrictions change. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace 	Low	Y	

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. • Arrange telephone calls or socially distanced face to face meetings with parents • Provide reassurance • Make it clear it is compulsory school age children attend school unless a statutory reason applies. 	Low	Y	
Communication of policies and practice and infection control						
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • 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. • 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"> ○ Health and Safety Policy ○ Child Protection & Safeguarding Policy ○ First Aid Policy ○ Intimate care policy ○ Behaviour policy ○ Attendance policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ ○ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ 	Low	Y	

			<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE, NHS, Department for Health and Social Care, PHE • 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 • Risk assessments shared with all staff • 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 • 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. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and not touch their face • Clear signage in place to remind pupils staff and visitors what they need to do to maintain social distancing • A regular check of signage will take place by Mr Rhodes to ensure it is still visible and has not been removed. • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE’s guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. Hand driers can also be used. • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> ○ Cover coughs and sneezes with a tissue, 	Low	Y	

			<ul style="list-style-type: none"> ○ To throw all tissues in a bin ○ To avoid touching eyes, nose and mouth with unwashed hands. ● Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area classrooms and other key locations for staff, pupils and visitors ● Pupils are discouraged from sharing cutlery, cups or food ● Staff to bring in their own cups and utensils ● All cutlery and cups are thoroughly cleaned before and after use ● Cleaners to carry out daily, thorough 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 HPT/PHE ● Frequently touched surfaces e.g. door handles, doors and toilets are cleaned during the day by a cleaner twice per day and paper/hand towels are refilled regularly (twice per day) ● Staff to wash hands on arrival at school ● Each individual is responsible for wiping down their own work area before and after use. ● Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors ● A regular check will be carried out by Mr Rhodes to ensure there are sufficient supplies of sanitising equipment provided across the school site and in designated areas such as washrooms 			
Managing cases						
Manage positive cases amongst the school community	Staff Pupils Others	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 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. 	Low	Y	

			<ul style="list-style-type: none"> • Schools MUST follow the current SOP: Standard Operating Procedure for the Management of COVID-19 Symptoms - Schools • School may ring the DfE for advice. 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 ○ 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 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. If a bubble of pupils are sent home then Dudley LA must be notified. • 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"> • Negative result If the test result is negative they do not need to self-isolate as long as: <ul style="list-style-type: none"> • everyone they live with who has symptoms tests negative 			
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			<ul style="list-style-type: none"> everyone in their support bubble who has symptoms tests negative they were not told to self-isolate for 10 days by NHS Test and Trace they feel well – if they feel unwell, stay at home until they are feeling better <p>Positive Result</p> <p>If the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 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"> Schools should not request evidence of negative test results or other medical evidence before admitting children 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"> 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. 	Low	Y	
Dealing with symptoms in school	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area i.e. 	Low	Y	

			<p>school isolation room where they will not come into contact with others and are supervised at all times. The school's isolation room is the Calm Room.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • 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 • If unwell whilst 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 the disabled toilet, which will be cleaned after use. • 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"> ○ The school to ring the school nurse in order for them to support the family regarding testing ○ School can inform the DfE by telephone • Any medication given to ease the unwell individual's symptoms, e.g. inhaler, is administered in accordance with the Administering Medications Policy. • 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"> ○ the symptomatic person subsequently tests positive ○ they develop symptoms themselves (in which case, they should arrange to have a test) ○ they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • 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 			
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Track and Trace	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> All children can be tested (including children under 5) They should provide details of close contacts if they test positive or if asked by NHS track and Trace Self-isolate if they have been in close contact with someone who has tested positive for coronavirus 	Low	Y	
Testing Negative	Staff Pupils Others	COVID 19	<p>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.</p> <p>If someone in their house has symptoms, they all self-isolate and the test result returns as negative, the individual must still remain in isolation for 10 days.</p>	Low	Y	
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 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days The school will follow guidance provided by PH and the current SOP 	Low	Y	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team and/or Dudley MBC may advise a school or number of schools to close temporarily to help control transmission in line with the Local Outbreak Control Plan Schools will also need a contingency plan for this eventuality This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils 	Low	Y	

Cleaning and preparing the school					
Cleaning while school open (see Cleaning Risk Assessment)	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 All classrooms to have spray disinfectant and where possible disposable cloths. 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. 	Low	Y
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Site staff to ensure school is safe daily 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 All contractors to wear face masks if inside the building. 	Low	Y
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 All statutory testing and in-house testing carried out including fire safety and legionella monitoring Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments Contractors to wear a face mask if inside the building 	Low	Y
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 Contractors to wear a face mask at all times Control measures regarding the Coronavirus must be included within their RAMs Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site 	Low	Y

			<ul style="list-style-type: none"> • Contractors and visitors are directed to specific/designated hand washing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils and eat in their welfare units or their cars. • School to ensure no pupils or staff are in the area where contractors are working • Contractors will be designated a toilet they can use whilst on site • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • 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 			
Other						
Emergencies (including fire evacuation)	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 • 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 • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained • Leaders to communicate procedures to all staff 	Low	Y	

			<ul style="list-style-type: none"> • Staff to communicate emergency evacuation procedures to pupils • SLT to ensure regular practice takes place 			
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> • Staff will need to be available to work in school during term time. • Discuss leave arrangements with staff to inform workforce planning taking into account their individual contractual arrangements. • There is a risk that where staff travel abroad for a legally permitted reason, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return. • 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 	Low	Y	
Volunteers and school student placements in school	Pupils	No DBS checks	<ul style="list-style-type: none"> • Use of volunteers will be limited and at the discretion of the Head Teacher • Mixing of volunteers across groups should be kept to a minimum and they should adhere to the system of controls in place • Only School Direct/PGCE/NVQ students will be permitted on site • “New” placements will not be available until further notice 	Low	Y	
Visitors, Tutors and Visiting Specialists	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"> • School nurse • Emergency services • Essential contractors • Specialist staff 			
School ventilation	Staff Pupils Other	Risk of spread of infection	<ul style="list-style-type: none"> • Ventilation of classrooms and corridors where possible, whilst maintaining a comfortable teaching environment. • 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) • Open high-level windows in preference to low level to reduce drafts where possible 			

			<ul style="list-style-type: none"> • Opening internal doors to assist with airflow • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 			
Staff receiving Lateral Flow Tests	Staff	Risk of Infection	<ul style="list-style-type: none"> • All school staff to receive communication and information regarding Lateral Flow Tests (LFT) • Staff who have received a positive PCR test in the last 90 days will not participate in LFT • Schools will appoint a COVID Co-Ordinator and Registration Assistant to manage the LFT procedure. • School staff who choose not to participate can still attend school if not symptomatic and should follow the usual national guidelines on self-isolation and anyone should get tested if they show symptoms. • School staff who choose to participate will carry out a LFT at home twice weekly on Mondays and Thursdays. • Staff with a positive or double void result will need to inform the school, take a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days). • The Registration Assistant will record the results on the Test Results Register • School staff will be supplied directly with LFT by the COVID administrator • When distributing kits to staff the COVID administrator will wear appropriate PPE and maintain a 2-metre distance 			
Storage of LFT	Staff	Health and Safety	<ul style="list-style-type: none"> • Lateral Flow Tests will be stored in a secure location within school • A Test Kit log will be maintained by the COVID administrator • All kits received by school will be recorded on the log 			
LFT Results	Staff	Risk of Infection	<ul style="list-style-type: none"> • Staff who have received a positive PCR test in the last 90 days will not participate in LFT • If a member of staff receives a Positive LFT result, the school bubble will close until results of PCR test obtained. • If a staff member has two void LFT results they will be required to take a PCR test. 			