

## PHMAT - COVID-19 Risk Assessment

### National Lockdown – Partial Opening of Schools - Perry Hall Primary School January 2021

| HAZARD     | RISK GROUP | RISK | CONTROL MEASURES<br>(Describe the existing workplace precautions and risk control systems in place)  | Residual Risk Rating<br>HIGH<br>MED<br>LOW | Are Existing Controls Adequate? |     |
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|            |            |      |  |  | Yes                             | No* |
| Attendance |            |      | <ul style="list-style-type: none"> <li>• During the period of National Lockdown, school will remain open to vulnerable children and the children of critical workers only. (Children are eligible to attend school if at least one parent or carer is a critical worker and they cannot keep their child at home. Critical workers are those whose work is critical to the Coronavirus (Covid-19) and EU transition response Children can also attend if they meet the definition for vulnerable children and young people). School will not allow other children to attend at this time.</li> <li>• Parents/carers will not be penalised for their child’s absence during this period.</li> <li>• Schools will continue to record attendance during the National Lockdown and will follow up any absences of any pupils who they expect to attend.</li> <li>• The children in school will remain in year group or phase bubbles dependent on numbers and staffing.</li> <li>• All pupils not attending school will receive remote education.</li> <li>• Pupils who are self-isolating should not attend school.</li> <li>• Clinically extremely vulnerable pupils are also advised not to attend school.</li> <li>• All pupils not attending school will be contacted regularly by school staff to ensure pupil wellbeing and support remote learning.</li> </ul> | LOW  | Y                               |     |

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|                                   |                                      |  | <ul style="list-style-type: none"> <li>To minimise the number of people in school at one time, staff will also be on a rota within year groups, ensuring that there are enough of the following for each bubble:             <ul style="list-style-type: none"> <li>Staffing ratios for pupils</li> <li>Staff online for live teaching</li> <li>1 first aider within each bubble.</li> </ul> </li> </ul>   |     |   |  |
| Arrival and departure from school | Pupils<br>Staff<br>Parents<br>Others | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>Children enter in year group bubbles.</li> <li>Parents are asked to wear face masks when on school site</li> <li>Only one parent is to drop off and pick up children.</li> <li>Parents to follow one way system – following signage and information sent home.</li> <li>All information regarding start and finish times have been shared with parents individually via a telephone call with reminders going out weekly on year group newsletters.</li> </ul> <p><b><u>Drop offs</u></b><br/><b>EYFS and KS1 bubbles</b></p> <ul style="list-style-type: none"> <li>A one-way system is in place for parents to drop off pupils, avoiding cross pedestrian traffic. Drop offs will be as follows:             <ul style="list-style-type: none"> <li>Terrific for Twos pupils and Nursery at the Nursery door</li> <li>Reception at the EYFS garden gate</li> <li>Year 1 and at the door next to Nursery</li> </ul> </li> <li>Clear signs are displayed identifying the route around the site. Signage displayed outside to advise parents/carers to avoid congregating with other families and to maintain 2m.</li> <li>Staff will be at each entrance point to greet the children (maintaining social distancing and wearing a face shield).</li> <li>Parents are asked to handover their child promptly and move along the one way system.</li> </ul> | LOW | Y |  |

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|  |  |  | <ul style="list-style-type: none"> <li>• Times will be staggered - Year 2 - 8.30am, Year 1 8.40, Nursery 8.40 Twos 8.40 and Reception 8.30am to avoid congestion. ( See appendix 1 &amp; 2)</li> <li>• The one way system for KS1 and EYFS involves exiting the school site through the staff car park and out the barrier onto the pavement. To ensure safety on the carpark;             <ul style="list-style-type: none"> <li>○ The barrier has been disabled and arm removed to ensure the safety of pedestrians</li> <li>○ All staff to be parked on the car park by 8.15am and not to leave until 3.45pm.</li> <li>○ No vehicle access or movement will be allowed outside of those hours.</li> <li>○ Half of the gate to remain closed with a traffic cone in the middle of the open half to ensure that no one attempts to pull onto the car park between these times.</li> </ul> </li> </ul> <p><b>KS2 bubbles:</b></p> <ul style="list-style-type: none"> <li>• Children are to access school using the usual main school gates.</li> <li>• Children to be handed over as parents come through the gates, staff to remain on the inner gate (maintaining social distancing).</li> <li>• Parents to follow the 1 way system and walk along the hedge on the school path and back out through the gate opposite the kitchen entrance. ( see appendix 1 attached map)</li> <li>• Signage displayed outside to advise parents/carers to avoid congregating with other families and to maintain 2m social distancing. Children can be dropped off between 8.30 and 8.45am so that their entrance into school can be staggered. KS2 pupils to be supervised into school via the first entrance and supervised into their classrooms</li> </ul> |  |  |  |
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|  |  |  | <p><b><u>Collection at the end of the school day</u></b><br/> <b>Years Reception to Year 6</b></p> <ul style="list-style-type: none"> <li>• Parents will enter through main gates and on to the playground to collect children from the designated / external doors. Clear signs are displayed identifying the route around the site. <b>(See appendix 2)</b></li> <li>• Signage displayed outside to advise parents/carers to avoid congregating with other families and to maintain 2m social distancing. Parents can collect their children at any point between 3.05 and 3.15. Staff read a story from 3pm and children are released as parents/carers arrive to avoid any form on congregation.</li> </ul> <p><b>Nursery and Twos</b></p> <ul style="list-style-type: none"> <li>• To be collected from their usual exits – following the one way system. Signage displayed outside to advise parents/carers to avoid congregating with other families and to maintain 2m social distancing. Timings as above for Reception-Year 6.</li> </ul> <p><b>Drop off or collection outside of the designated times</b></p> <ul style="list-style-type: none"> <li>• When dropping off outside of the hours designated, Parent/ carers should wait outside at a 2 meter distance (signage will be up as a reminder), and only enter the foyer to the office if nobody else is there.</li> </ul> <p><b>On Arrival and before leaving the school site</b></p> <ul style="list-style-type: none"> <li>• Once in school, children to be supervised along any corridors through school and into their classrooms.</li> <li>• All pupils and staff to individually wash hands in their classroom sinks / designated washing areas for their year group bubble on arrival, throughout the day and before leaving school.</li> </ul> |  |  |  |
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| Staff receiving child from Parent or releasing children to a parent/ carer | Staff                      | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Staff receiving children to maintain 2 metre rule. Parents and staff to be advised to follow guidance displayed on signage outside all entrance/exit points.</li> <li>• Persons collecting to be wearing face masks at all times, however to ensure safeguarding – the person collecting will be asked to remove their mask to ensure the face is visible for a few moments if parents are unable to recognise the person collecting.</li> <li>• Staff to keep conversation with parents to a minimum. Parents to be asked to contact the school office via telephone with any questions or concerns. Phone number displayed on signs at all entrance/exit points.</li> <li>• In the rare occasion parents do need to meet with staff members, the meeting should take place in a well ventilated room with social distancing observed – both staff and parents should wear a mask.</li> <li>• All pupils must wash their hands on arrival to school</li> </ul> | LOW | Y |  |
| Pupils leaving at the end of the school day- walking home alone            | Staff<br>Parents<br>Others | Spread of infection due to close contact | <ul style="list-style-type: none"> <li>• Pupils to be informed of the requirement to maintain social distancing when leaving school.</li> <li>• Staff on duty outside to ensure pupils leave in a safe manner.</li> </ul>  | LOW | Y |  |
| Staff arrival and departure  | Staff                      |  | <ul style="list-style-type: none"> <li>• To reduce the possibility of any congestion when staff arrive at work/ leave work:             <ul style="list-style-type: none"> <li>○ Staff working within bubbles in KS2 will sign in at the KS2 signing in machine.</li> <li>○ Staff working within bubbles along the Year 3, EYFS and KS1 corridors will sign in at the main office signing in machine. If a queue forms where staff are waiting to sign in, staff must adhere to the social distancing guidance.</li> </ul> </li> <li>• All staff must wash hands on arrival and before leaving the school.</li> </ul>  |     |   |  |

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|   |                           |  | <ul style="list-style-type: none"> <li>All staff that wish to park on the school carparks must arrive before 8.15am and not leave the site before 3.45pm to ensure all the safety of all pupils coming on and off site.</li> </ul>   |     |   |  |
| School Uniform                          | Pupils                    | Infection Control                        | <ul style="list-style-type: none"> <li>Pupils are encouraged to attend school in school uniform as these are easily cleaned (washing machine)</li> <li>They do not require cleaning any more than usually.</li> <li>Parents/carers have been advised to send children into school wearing extra layers with an explanation of the extra ventilation required in school lowering the over temperature within the school building.</li> </ul>  | Low | Y |  |
| Children bringing equipment into school | Staff<br>Pupils<br>Others | Risk of spread of infection              | <ul style="list-style-type: none"> <li>Pupils and Parents informed to keep items brought into school as a minimum: <ul style="list-style-type: none"> <li>lunch boxes and healthy snack (in disposable packaging)</li> <li>outdoor clothes</li> <li>water bottle</li> <li>mobile phones for year 6 permitted for pupils walking on their own to and from school.</li> </ul> </li> </ul>  | Low | Y |  |
| EYFS Classroom set up                   | Staff<br>Children         | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>Teachers to promote social distancing where possible and to try and maintain a 2 metre rule between each activity station, minimising the amount of children in one area</li> <li>Minimise the amount of resources available in the room avoiding wet play (unless it has soap in the water) / sand / playdough for groups of children etc. Individual labelled pots of playdough to develop fine motor control can be used.</li> <li>Toys should be cleaned before the next day or the next group play with them (whichever comes first)</li> <li>The sharing of resources such as paints, brushes, pencils, etc should be minimised between groups where possible. Resources should be cleaned throughout the day (in particular at lunch times) and thoroughly before the next day.</li> </ul> | LOW | Y |  |

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|                  |                   |  | <ul style="list-style-type: none"> <li>• Tissues available for pupils to use when coughing or sneezing and they must go into a lidded bin after one use.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Room to be kept ventilated at all times.</li> </ul>   |     |   |  |
| Classroom set up | Staff<br>Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Tables to be set up so all pupils are seated facing the front (Year 1 upwards).</li> <li>• Children within a bubble will not be expected to completely distance from each other but will be expected to keep a distance where possible and discouraged from making physical contact. (a bubble will be a year group).</li> <li>• Where possible, the teacher's desk to be kept 2 metres away from the children's tables/desks.</li> <li>• Children should not share equipment within the classroom and must keep to the same allocated desks- pencil cases filled with resources to be assigned to each child in school to avoid cross contamination.</li> <li>• Resources within the classroom should not be shared where possible and should be washed and sterilised before the next day or the next group play with them. (whichever comes first)</li> <li>• Resources to be shared between bubbles e.g.Laptops, ipads must be wiped clean before reuse or quarantined for 48hours.</li> <li>• Equipment will not be shared- each child will be assigned a tray in which all their equipment will remain.</li> <li>• Tissues available for pupils to use when coughing or sneezing and they must go into a lidded bin after one use.</li> <li>• Room to be kept ventilated at all times.</li> <li>• Pupils old enough to understand will be informed not to touch staff and their peers where possible.</li> <li>• Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Removal of an unnecessary furniture.</li> </ul> | LOW | Y |  |

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| Ventilation       |                   |  | <ul style="list-style-type: none"> <li>• To ensure occupied spaces are well ventilated and a comfortable teaching environment is maintained:             <ul style="list-style-type: none"> <li>○ open windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>○ Open internal doors to assist with creating a throughput of air</li> <li>○ if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> <li>• To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:             <ul style="list-style-type: none"> <li>○ open high level windows in preference to low level to reduce draughts</li> <li>○ increase the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>○ rearrange furniture where possible to avoid direct drafts</li> <li>○ Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul> </li> </ul> | Low | Y |  |
| Classroom Lessons | Staff<br>Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Teaching staff must keep at a safe distance at all times where possible when teaching</li> <li>• It is recommended that staff wear a visor in class and a visor and a mask when moving around school (when not with the children).</li> <li>• Pupils to remain in seats where possible</li> <li>• Staff to ensure staff wash their hands before and after marking pupils' work.</li> </ul>   | LOW | Y |  |



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|   |                |  | <ul style="list-style-type: none"> <li>• Room to be kept ventilated.</li> <li>• On PE days children will be asked to come to school in their PE clothes for the day.</li> </ul>  |     |   |  |
| Children requiring using the toilet in lesson times | Children Staff | Infection Control                        | <ul style="list-style-type: none"> <li>• Children should wash their hands as they arrive and before they leave the classroom.</li> <li>• Designated, labelled toilets per year group</li> <li>• Inform the child of the importance of washing their hands after using the toilet. Have set toilets for each group and only allow one child at a time in the toilet.</li> <li>• Staff to monitor number of children going in to the toilets</li> <li>• Children will be reminded to wash their hands for at least 20 seconds. Younger children to use songs to support them in this.</li> <li>• Posters to enforce thorough handwashing to be displayed in both classroom and bathroom areas.</li> </ul>  | LOW | Y |  |
| Break times   | Children       | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Break times are staggered to ensure only one year group bubble is out on one playground at one time.</li> <li>• Pupil to wash their hands prior to and after eating their snack</li> <li>• Children informed again of the importance of social distancing whilst outside on designated playgrounds.</li> <li>• Providing activities which can abide by the rules.</li> <li>• Children and staff to go out at their designated times and to stay in their designated areas outside.</li> <li>• When following the break times on the rota, KS2 to use the class doors or designated exits on to the playground and return to the classroom to minimise the passing of groups in the corridor.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times.</li> </ul> | MED | Y |  |

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| Break Times – Staff Room | Staff          | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Staggered use of staffroom – no more than 6 in the staff room at one time.</li> <li>• Break spaces within year groups can be used by year group bubbles for lunchtime as long as tables are wiped down before and after use.</li> <li>• Staff must wash hands with soap on entry and leaving the room.</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.</li> <li>• Rooms to be kept ventilated at all times</li> <li>• Break times to be staggered keeping contact low</li> </ul>   | MED | Y |  |
| Break Times Classrooms   | Staff Children | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Before or after children are on breaks, clean tables and door handles with a disinfectant wipe or disinfectant spray. Also wipe down light switches safely.</li> <li>• Dispose of cloths in a closed bin.</li> <li>• Staff to wash hands thoroughly before and after cleaning.</li> </ul>  | LOW | Y |  |
| Lunch breaks             | Staff          | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Pupils to wash their hands prior to and after eating.</li> <li>• No hot lunch option is currently available in school, all children will eat with either their ‘grab a bag’ school lunch or their own packed lunch in their classrooms.</li> <li>• Tables to be thoroughly cleaned prior to and after children eating their lunches.</li> <li>• Designated playgrounds and time slots for year groups</li> <li>• One lunchtime supervisor to be assigned to each bubble group to avoid cross contamination between groups.</li> <li>• Resources to be allocated to year groups and not shared between bubbles e.g. PE apparatus.</li> <li>• Lunchtime staff and kitchen staff to maintain social distancing where possible.</li> </ul> | MED | Y |  |

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| Breakfast Club, After school club and Wraparound provision. | Pupils<br>Staff           | Infection Control                        | <ul style="list-style-type: none"> <li>• Only essential wrap around clubs for key workers will be available.</li> <li>• Where possible, children will be kept in their Year group bubbles, with at least a 2 metre distance between each bubble.</li> <li>• Consistent staff will deliver ASC and SC to reduce risk</li> </ul>  | MED | Y |  |
| First Aid – minor treatment                                 | Staff<br>Children         | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Where minor first aid treatment is required, First Aiders must ensure they wear gloves, a disposable apron and a face covering when dealing with injuries.</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> <li>• Each first aider will have their own basic first aid “bumbags”</li> <li>• First aid to be administered within the group where possible to avoid contact with others</li> <li>• First aider should avoid being eye level or below the child when dealing with the injury.</li> <li>• Disposable icepacks only to be used, to avoid cross contamination.</li> </ul> | LOW | Y |  |
| First Aid – Life threatening                                | Staff<br>Children         | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• In the event of a serious injury or incident call 999 immediately.</li> <li>• Wear face covering, an apron and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands after contact</li> </ul>   | MED | Y |  |
| First Aid & Medication                                      | Staff<br>Pupils<br>Others | First Aid Procedures                     | <ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• 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)</li> <li>• Any dressings used to be double bagged.</li> </ul>  | MED | Y |  |

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|   |       |  | <ul style="list-style-type: none"> <li>• 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)</li> </ul>   |     |   |  |
| Intimate Care   | Staff | Lack of Infection Control                | <ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:               <ul style="list-style-type: none"> <li>○ Wear Gloves</li> <li>○ Wear an apron</li> <li>○ Wear a mask</li> <li>○ Wear a visor</li> </ul> </li> <li>• Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>• Soiled clothes to be double bagged and given to parents on collection of child.</li> <li>• Staff must wash their hands once gloves and visor are removed</li> <li>• A poster to be displayed of instructions which must be followed. Need to find a poster</li> <li>• Record all intimate care carried out.</li> </ul> | MED | Y |  |
| Children who are upset  | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, consider short contact only.</li> <li>• Wash hands after contact.</li> </ul>  | MED | Y |  |
| Children with additional needs<br>- SEND/ EHCP<br>- Medical needs<br>- behavioural<br>- Social emotional<br>- Vulnerable children | Staff | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators will plan to meet these needs, for example using social stories, adjustment in timetables etc.</li> <li>• School will liaise with health professionals and other services to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers. In some</li> </ul>                  | MED | Y |  |

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|  |  |  | <p>cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility</p> <ul style="list-style-type: none"> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However they must ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>• The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</li> <li>• Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. School will offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register</li> <li>• Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers</li> <li>• Pupils who are classed as clinically vulnerable can continue to access face to face learning at school if required.</li> <li>• For children with behavioural needs:             <ul style="list-style-type: none"> <li>○ Where possible allow the child to vent their frustrations</li> <li>○ Where possible allow child to be in a room on their own or outside</li> <li>○ If team teach techniques (positive handling) are required, it is advised face coverings and gloves are worn.</li> <li>○ Parent to be called for support if needed.</li> </ul> </li> </ul> |  |  |  |
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|   |                            |  | <ul style="list-style-type: none"> <li>• For pupils who are self-isolating, or shielding and are within our definition of vulnerable (those who have a social worker or an education health and care (EHC) plan or those who are deemed otherwise vulnerable by the school or the local authority) school has systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</li> <li>• Where there is a concern a child is in need or suffering or likely to suffer from harm, the school (generally led by the designated safeguarding lead or deputy) will follow their child protection policy and part 1 of the statutory safeguarding guidance keeping children safe in education and consider any referral to statutory services (and the police) as appropriate.</li> </ul> |     |   |  |
| Children leaving late at the end of the school day. | Staff<br>Parents<br>Others | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule.</li> <li>• Any child collected late, must remain with the staff members from their “bubble group”. If it is after the gate is locked after last bubble is dismissed, the staff must walk the child up to the office and wait by the office while their parent is called and arrives. Social distancing of 2 meters must be observed at all times.</li> </ul>  | LOW | Y |  |
| Parents/carer wishing to talk to staff              | Staff                      | Spread of Infection due to close contact | <ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or email. In the rare event that this is not possible, a meeting will be arranged and social distancing rules observed. Parents are to wear a mask and staff to wear a mask and a visor.</li> <li>• Parents not to enter the foyer to the office – all contact to be made via the phone.</li> <li>• Parents will be discouraged in congregating around the school site.</li> </ul>   | LOW | Y |  |

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| <p>Awareness of policies / procedures / Guidance</p> | <p>Staff<br/>Pupils<br/>Others</p> | <p>Inadequate information</p> | <ul style="list-style-type: none"> <li>• All staff, must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>• All staff are able to access the following information on-line for up to date information on COVID-19             <ul style="list-style-type: none"> <li>➢ Public Health England</li> <li>➢ Gov.co.uk</li> <li>➢ NHS</li> <li>➢ DfE</li> <li>➢ Department for Health and Social Care</li> </ul> </li> <li>• 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)</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• 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 or been contacted by Track and Trace.</li> <li>• 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 guidance for households with 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).</li> <li>• If the test is positive other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive.</li> </ul> | <p>LOW</p> | <p>Y</p> |  |
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|                       |                           |            |  |     |   |  |
|-----------------------|---------------------------|------------|--|-----|---|--|
|                       |                           |            | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Individual risk assessments have already been undertaken for staff in schools based on current government guidance, these will be reviewed as guidance is updated</li> </ul>  |     |   |  |
| Poor hygiene practice | Staff<br>Pupils<br>Others | Ill Health | <ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupil to wash their hands prior to and after eating.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• Teaching staff to clean down surfaces and equipment where possible during the school day especially lunch times. Frequently touched surfaces to be cleaned more often than normal i.e. doors, door handles.</li> <li>• Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of</li> </ul> | MED | Y |  |



|            |                           |                         |  |     |   |  |
|------------|---------------------------|-------------------------|--|-----|---|--|
|            |                           |                         | <p>reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>   |     |   |  |
| Ill health | Staff<br>Pupils<br>Others | Coronavirus<br>Symptoms | <ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and loss of taste, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times: <ul style="list-style-type: none"> <li>○ First aid room for Nursery to KS2</li> <li>○ Room on the right ( craft room) in the Twos building</li> </ul> </li> <li>• If unwell, pupils and staff who are waiting to go home are instructed to use different toilets to the rest of the school to minimise the spread of infection. <ul style="list-style-type: none"> <li>○ Toilet in the first aid room in the first instance.</li> <li>○ If more than one child then EYFS and KS1 Disabled toilet by the nursery as the second option.</li> <li>○ Twos disabled toilet for anyone in the Twos provision</li> </ul> </li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> </ul> | MED | Y |  |

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|--|-----------------|-----------------------------|---|-----|---|--|
|  |                 |                             | <ul style="list-style-type: none"> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. ( see above)</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• 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.</li> <li>• 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.</li> </ul> |     |   |  |
| Pupils and Staff coming into close contact with a person tested positive for COVID | Pupils Staff    | Risk of spread of infection | <ul style="list-style-type: none"> <li>• 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.</li> <li>• This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines</li> </ul>   | LOW | Y |  |
| Response to any infection  | Heads of School | COVID 19                    | <ul style="list-style-type: none"> <li>• Engage with the NHS Test and Trace process</li> <li>• Manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• Contain any outbreak by following local health protection team advice</li> </ul> <p>The above must be followed in every case where they are relevant.</p>   | MED | Y |  |

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|--|---------------------------|-------------------------|---|-----|---|--|
| Track and Trace                                    | Staff<br>Pupils<br>Others | Coronavirus<br>Symptoms | <ul style="list-style-type: none"> <li>• If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate.</li> <li>• The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms.</li> <li>• All pupils can be tested (including pupils under 5)</li> <li>• They should provide details of close contacts if they test positive or if asked by NHS track and Trace</li> <li>• Self-isolate if they have been in close contact with someone who has tested positive for coronavirus.</li> </ul>  | MED | Y |  |
| Testing Negative                                   | Staff<br>Pupils<br>Others | COVID 19                | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   | LOW | Y |  |
| Testing positive                                   | Staff<br>Pupils<br>Others | COVID 19                | <ul style="list-style-type: none"> <li>• If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>• Other members of their household should continue self-isolating for the full 10 days.</li> </ul> | MED | Y |  |
| Manage positive cases amongst the school community | School<br>Head<br>Teacher | COVID 19                | <ul style="list-style-type: none"> <li>• Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for</li> </ul>   | LOW | Y |  |

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|  |  |  | <p>coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:             <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different bubbles. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has</li> </ul> |  |  |  |
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|                     |                     |                      | <p>been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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'</li> <li>• 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.</li> <li>• Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul> |     |   |  |
| Contain an outbreak | School Head Teacher | Not following advice | <ul style="list-style-type: none"> <li>• 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.</li> <li>• In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within</li> </ul>   | LOW | Y |  |

|  |                           |                           |   |     |   |  |
|--|---------------------------|---------------------------|---|-----|---|--|
|  |                           |                           | the school will not generally be necessary, and should not be considered except on the advice of health protection teams.   |     |   |  |
| Spread of infection                    | Staff<br>Pupils<br>Others | Lack of infection control | <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Parent informed not to bring their children to school if anyone in their household is showing symptoms, awaiting a test result or has tested positive.</li> <li>• 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.</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• 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.</li> </ul> | MED | Y |  |
| Poor management of infectious diseases | Staff<br>Pupils<br>Others | Lack of infection control | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>  | LOW | Y |  |

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|                           |       |                   | <ul style="list-style-type: none"> <li>• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.</li> <li>• Staff inform the headteacher when they plan to return to work after having coronavirus.</li> <li>• 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.</li> </ul>  |     |   |  |
| Staff receiving LFD Tests | Staff | Risk of infection | <ul style="list-style-type: none"> <li>• School to offer regular twice weekly testing to staff- staff are to test at home, with their first test of the week being taken on the night before they are due in. 3-4 days to be left between tests.</li> <li>• Testing is not mandatory and any staff member not wishing to take part are to inform the Headteacher (although participation in testing is strongly encouraged).</li> <li>• If a negative result is received, staff must inform either RK or CG via email and can attend school as normal.</li> <li>• Anyone with a positive result must remain at home and book a confirmatory Polymerase Chain Reaction (PCR) test and follow the self-isolation guidelines (currently 10 days). Inform RK and CG immediately so that staffing cover arrangements can be made.</li> <li>• If a void result is received, staff member to take a second test. If this is also void, a PCR test should be booked. Staff member to inform either RK or CG.</li> <li>• This is in-line with the guidance for all other sectors of the community and NHS Test and Trace guidelines.</li> </ul> | LOW | Y |  |
| Staff Shortage            |       |                   | <ul style="list-style-type: none"> <li>• School to ensure Health and Safety requirements are in place. If there is a shortage of staffing, year groups will be closed and Remote Learning will be put in place until staffing supports the safe return of pupils.</li> </ul>   | MED | Y |  |

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|---------------------------------|--------------------------------------|--------------------------------------|---|-----|---|--|
| Lack of communication           | Pupils<br>Staff<br>Parents<br>Others | Infection Control                    | <ul style="list-style-type: none"> <li>• The school staff reports immediately to the headteacher/senior leader on site about any cases of suspected coronavirus, even if they are unsure.</li> <li>• The headteacher/senior leader contacts the local HPT or follows the advice given from NHS and discusses if any further action needs to be taken.</li> <li>• Schools put into place any actions or precautions advised by their local HPT</li> <li>• Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>   | LOW | Y |  |
| Cleaning while school is open   | Staff                                | Infection Control                    | <ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include             <ul style="list-style-type: none"> <li>○ All door handles</li> <li>○ All tables and chairs used by staff and pupils</li> <li>○ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths to be placed in a double bagged bin and removed at the end of each day.</li> </ul> | LOW | Y |  |
| Statutory Tests and Inspections | Staff<br>Pupils                      | Health & Safety<br>Infection Control | <ul style="list-style-type: none"> <li>• Statutory inspections to continue but with social distancing in place at all times.</li> <li>• In-house inspections should continue to ensure the school remains as safe as possible.</li> <li>• Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments.</li> </ul>  | LOW | Y |  |



|                                    |                 |   |   |     |   |  |
|------------------------------------|-----------------|---|---|-----|---|--|
| Visitors and Contractors in school | Staff<br>Pupils | Health & Safety<br>Infection<br>Control | <ul style="list-style-type: none"> <li>• A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</li> <li>• Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>• Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>• School to ensure no pupils or staff are in the area where contractors are working.</li> <li>• Contractors will be designated a toilet they can use whilst on site.</li> <li>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>• If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> </ul> | LOW | Y |  |
| Volunteers in school               | Pupils          | No DBS checks                           | <ul style="list-style-type: none"> <li>• Volunteers coming into school are suspended until further notice.</li> </ul>   | LOW | Y |  |
| Safeguarding                       | Pupils          | Incidents                               | <ul style="list-style-type: none"> <li>• Always follow the statutory safeguarding guidance and in house policies and procedures</li> <li>• Designated safeguarding leads and deputies provided with more time during lockdown to help support staff and pupils regarding any additional or new safeguarding referrals.</li> </ul>   | LOW | Y |  |
| Emergencies                        | Staff<br>Pupils | Infection Control                       | <ul style="list-style-type: none"> <li>• All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>   | LOW | Y |  |

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| Mental Health and well being | Staff           | Anxiousness                      | <ul style="list-style-type: none"> <li>• Have regular keep in touch meetings with people working at home to talk about any work issues</li> <li>• Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>• Keep workers updated on what is happening so they feel involved and reassured.</li> </ul>   | LOW | Y |  |
| Music Lessons                | Pupils<br>Staff | Singing<br>Playing an instrument | <ul style="list-style-type: none"> <li>• No instrument playing will take place</li> <li>• Singing, should not take place in larger groups such as school choirs and ensembles, or school assemblies. <ul style="list-style-type: none"> <li>○ Strict social distancing - even within bubbles. If singing takes place outside then distancing should be 1 - 2 metres and 2m from the teacher. If singing takes place inside 2 metres between children and 2m from teacher.</li> <li>○ Ventilation - If singing inside, ensure maximum ventilation with all doors and windows open.</li> <li>○ Volume – staff to consider strategies to minimise the volume of singing.</li> <li>○ Duration - Singing sessions should last no longer than 45 minutes.</li> <li>○ Layout - Sing in rows, side by side.</li> </ul> </li> </ul> | LOW | Y |  |
| Physical Activity            | Pupils<br>Staff | Infection Control                | <ul style="list-style-type: none"> <li>• Outdoor sports should happen where possible and contact sports avoided.</li> <li>• Maximise distance between pupils.</li> <li>• Equipment used must be scrupulously cleaned after each use</li> <li>• Encourage activities such as active mile.</li> <li>• Indoor sports should be small groups where possible and social distancing carried out and all equipment cleaned after each group use.</li> </ul>   | LOW | Y |  |

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|---|--------------|-------------------|---|-----|---|--|
| Educational Visits                            | Staff Pupils | Infection Control | Educational trips are suspended until further notice.   | LOW | Y |  |
| Staff who are clinically extremely vulnerable | Staff        | Ill Health        | <ul style="list-style-type: none"> <li>• School to carry out risk assessment and regularly revisit.</li> <li>• In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</li> <li>• All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>• Under local restriction tier 3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</li> </ul> | MED | Y |  |
| Staff who are clinically vulnerable           | Staff        | Ill Health        | <ul style="list-style-type: none"> <li>• Advice for those who are clinically-vulnerable, including pregnant women, is available.</li> <li>• School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</li> <li>• Clinically vulnerable staff can continue to attend school.</li> <li>• While in school they should follow the measures outlined in this document to minimise the risks of transmission.</li> </ul>  | LOW | Y |  |
| Staff who are pregnant                        | Staff        | Concerns Worry    | <ul style="list-style-type: none"> <li>• Pregnant women are in the 'clinically vulnerable' category (and from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus COVID-19) and while in school they should follow the measures outlined in this document to minimise the risks of transmission. Expectant mothers risk assessments to be carried out and risk control measures put in place.</li> </ul>  | LOW | Y |  |

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| Concerns or issues regarding testing and COVID | Staff | Complaints or concerns | 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. | LOW | Y |  |
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Reviewed 26<sup>th</sup> January 2021