

## PHMAT - COVID-19 Risk Assessment

### Perry Hall Primary School - Full return from 8<sup>th</sup> 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*
Full return back to school from March 8 <sup>th</sup> 2021	Pupils Staff	Spread of Infection	<ul style="list-style-type: none"> <li>All pupils will be expected to return back to school</li> <li>Staff and Pupils will follow the same control measures as previously stated.</li> </ul>			
Pupils and staff coming into close contact with person tested positive for COVID	Pupils Staff	Risk of spread of infection	<ul style="list-style-type: none"> <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	
Staff receiving LFD Tests	Staff	Risk of infection	<ul style="list-style-type: none"> <li>School will offer regular twice weekly testing to their staff and to carry out LFT at home.</li> <li>Testing is not mandatory for staff although participation in testing is strongly encouraged.</li> <li>Anyone with a positive result will be required to go home immediately.</li> <li>The person is required to isolate for 10 days from the date of the positive LFT (with the test date being day 0). The legal duty to self-isolate is triggered by a positive LFT. It is also necessary for the setting to isolate any close contacts of the case for the 48 hours prior to the LFT test being conducted. 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 receiving LFD Tests at home	Staff	Risk of infection	<ul style="list-style-type: none"> <li>Anyone with a positive result will need to take a confirmatory Polymerase Chain Reaction test,</li> <li>If the confirmatory PCR test is positive, the person is required to continue to isolate for the 10 day period. If the confirmatory PCR test</li> </ul>			

			<p>is negative, the person can end isolation and return to their normal routine.</p> <ul style="list-style-type: none"> <li>It is necessary for the setting to isolate close contacts of the case for the 48 hours prior to the LFT being conducted. A negative PCR would allow the close contacts to end isolation so we would advise that the wording used allows this to be an option.</li> <li>Should the person go on to develop symptoms during the isolation period, the isolation period will restart from the first day symptoms appear.</li> </ul>			
Testing Staff who have recently returned after a positive result	Staff	False Positives	<ul style="list-style-type: none"> <li>If staff have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity.</li> <li>These people are exempt from testing by both PCR and LFT within 90 days of a positive test, unless they develop new symptoms.</li> <li>However, as part of the school's risk control measures, <b>they will need to continue to take a LFT after the isolation period.</b> If found positive on LFT, they will be required to self-isolate for 10 days or longer if symptomatic. This should only be done after completion of the required self-isolation period</li> <li>A new LFT must <b>not</b> be taken whilst the person is still within a period of isolation. If symptoms (other than cough or a loss of, or change in, your normal sense of taste or smell) persist for longer than 10 days, this isolation period could be longer.</li> <li><b>Further PCR tests</b>, within 90 days of a positive test result, should only be obtained where the person develops a new incidence of symptoms.</li> </ul>			
Concerns or issues regarding testing and COVID	Staff	Complaints or concerns	<ul style="list-style-type: none"> <li>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.</li> </ul>	LOW	Y	
Arrival and departure from school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Parents informed of arrival and departure arrangements in letter sent at the beginning of March and also on the website.</li> <li>Parents are asked to wear face masks when on school site</li> <li>Only one parent / carer is to drop off and pick up children.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>• Parents to follow one way system – following signage and information sent home.</li> </ul> <p><b><u>Drop offs</u></b> <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 at their doors</li> <li>○ Nursery at the Nursery door</li> <li>○ Reception at the EYFS garden gate</li> <li>○ Year 1 at the door next to Nursery</li> <li>○ Year 2 at the door off the corridor, next to Year 3</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 mask).</li> <li>• Parents are asked to handover their child promptly and move along the one way system.</li> <li>• Times will be staggered             <ul style="list-style-type: none"> <li>• Year 1 and 2: 8.30-8.40am</li> <li>• Two's and Nursery: 8.40am-8.50am</li> <li>• Reception: 8.50-9.00am.</li> </ul> </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 4pm.</li> <li>○ No vehicle access or movement will be allowed outside of those hours.</li> </ul> </li> </ul>			
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			<ul style="list-style-type: none"> <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> <p><b>KS2 bubbles:</b></p> <ul style="list-style-type: none"> <li>• Children are to access school using the usual main school gates between 8.30 and 8.50am.</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 attached map)</li> <li>• Signage displayed outside to advise parents/carers to avoid congregating with other families and to maintain 2m social distancing. supervised into school via the first entrance and supervised into their classrooms.</li> </ul> <p><b><u>Collection at the end of the school day</u></b> <b>Years Reception to Year 6</b></p> <ul style="list-style-type: none"> <li>• Reception, KS1 and KS2 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 attached map)</b></li> <li>• Signage displayed outside to advise parents/carers to avoid congregating with other families and to maintain 2m social distancing. Staggered timings from between 3.10pm and 3.30pm for collection.</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.</li> </ul>			
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			<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>			
Wider public transport	Pupils Driver Public	Risk of infection	<ul style="list-style-type: none"> <li>Pupils encouraged to wash hands as soon as arrive at school.</li> <li>Pupils and staff using public transport must wear a face covering (unless exempt).</li> </ul>	LOW	Y	
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 staff 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>On 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	
Face coverings	Staff	Risk of spread of infection	<ul style="list-style-type: none"> <li>Staff to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears).</li> <li>If disposable masks, these must be disposed of in a closed bin.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>• If material, re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing.</li> <li>• Face coverings (masks) should be worn by staff and adult visitors in school where social distancing is not possible between adults (e.g. corridors, reception areas).</li> <li>• Visors should not be worn as an alternative to masks, however can be worn as an additional measure.</li> <li>• Masks must be worn on the school gates at the beginning and end of the school day, when speaking to parents,</li> <li>• Safe wearing of face coverings requires the:             <ul style="list-style-type: none"> <li>○ cleaning of hands before and after touching – including to remove or put them on</li> <li>○ safe storage of them in individual, sealable plastic bags between use.</li> </ul> </li> </ul> <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p>			
Prevention of Infection	Pupils Staff Parents Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults have been informed via email, letters and school website, that they do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</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 'stay at home: 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> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</li> </ul>			
Prevention of Infection	Pupils Staff Parents Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>Minimise contact between individuals and maintain social distancing wherever possible.               <ol style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household or support bubble who does, do not attend school.</li> <li>Clean hands thoroughly more often than usual.</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</li> <li>Minimise contact between individuals and maintain social distancing wherever possible.</li> <li>Where necessary, wear appropriate personal protective equipment (PPE)m- first aid and intimate care</li> </ol> </li> </ul> <p>Numbers 1 to 4 must be in place in all schools, all the time.            Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.            Number 6 applies in specific circumstances:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care</a></p>	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 along the KS2 corridor will sign in at the KS2 signing in machine.</li> </ul> </li> </ul>			

			<ul style="list-style-type: none"> <li>○ Staff working within bubbles along the Year 3 corridor, 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> <li>● All staff must wash hands on arrival and before leaving the school, plus at regular intervals though out the day.</li> <li>● All staff that wish to park on the school carparks must arrive before 8.15am and not leave the site before 4pm 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>● PE day –children to come into school wearing their full PE kit (plain black jogging bottoms, plain white t shirt, plain black jumper/zip up if required and trainers), not their school uniform</li> <li>● They do not require cleaning any more than usually.</li> </ul>	Low	Y	
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> <li>● Pupils and Parents informed to keep items brought into school as a minimum: <ul style="list-style-type: none"> <li>○ lunch boxes</li> <li>○ outdoor clothes</li> <li>○ mobile phones for year 6 permitted for pupils walking on their own to and from school.</li> <li>○ Reading books (that will be quarantined on arrival and before handing them back out).</li> </ul> </li> </ul>	Low	Y	
EYFS Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>● Children within a bubble will not be expected to distance from each other but will be asked to keep a distance where possible and discouraged from making physical contact. (a bubble will be a year group) .</li> </ul>	LOW	Y	



			<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>• 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> <li>• All classroom based resources i.e. books and games, should be cleaned regularly along with all frequently touched surfaces..</li> <li>• If playdough is required as part of FMC activities each child should have their own and pupils should be supervised while using it to ensure it is not shared.</li> </ul>			
Classroom set up	Staff 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.</li> <li>• Children within a bubble will not be expected to distance from each other but will be 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>• Where possible 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 KS2 child in school, and where practically possible in KS1, to avoid cross contamination. If equipment is shared it should be cleaned after use.</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 e.g. reading books.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <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>			
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	

			<ul style="list-style-type: none"> <li>○ pupils encouraged to wear additional clothing, such as a T-shirt, underneath their uniform. .</li> </ul>			
Classroom Lessons	Staff 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>• Staff to wear a visor in class and both a mask and visor around school.</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> <li>• Room to be kept ventilated.</li> </ul>	LOW	Y	
Use of school resources shared between bubbles or classes	Staff Pupils	Infection control	<ul style="list-style-type: none"> <li>• Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>	LOW	Y	
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 and sinks per year group/bubble.</li> <li>• Inform the child of the importance of washing their hands after using the toilet.</li> <li>• Staff to monitor number of children going in to the toilets- one at a time where possible.</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	
Assemblies collective worship	Staff Pupils	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Assemblies/worship are kept separate to individual bubbles</li> </ul>	LOW	Y	
Music Lessons	Pupils Staff	Singing	<ul style="list-style-type: none"> <li>• No instrument playing will take place</li> <li>• Music lessons to take place outdoors where possible</li> </ul>			

		Playing an instrument	<ul style="list-style-type: none"> <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 and no more than 15 pupils</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.or back to back.</li> </ul> </li> </ul>			
Educational visits	Staff Pupils	Infection control	<ul style="list-style-type: none"> <li>• Educational trips are suspended until further notice.</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 the number of bubbles out on one playground at one time- where there are two bubbles outside at the same time, playgrounds will be separated using cones to ensure that children from different bubbles do not mix.</li> <li>• Pupils 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>• Provide activities which promote pupils abiding 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	
Break Times – Staff Room	Staff	Spread of Infection	<ul style="list-style-type: none"> <li>• Staggered use of staffroom – no more than 6 in the staff room at one time.</li> </ul>	LOW	Y	

		due to close contact	<ul style="list-style-type: none"> <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>			
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 or disinfectant spray. Also wipe down light switches safely.</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>• Sandwiches to be eaten in the classrooms and hot dinners in the dining room/infant hall.</li> <li>• Sandwich children to eat their lunch at their cleaned tables.</li> <li>• Designated playgrounds and time slots for year groups.</li> <li>• Two lunchtime supervisors, where possible, 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> </ul>	MED	Y	
Breakfast Club, After school club and Wraparound provision.	Staff Pupils	Risk of infection	<ul style="list-style-type: none"> <li>• Where possible, children will be kept in their Year group bubbles, with at least a 2 metre distance between each bubble.</li> </ul>	MED	Y	
Use of supply teachers and other staff	Staff Pupils	Risk of infection	<ul style="list-style-type: none"> <li>• Inform supply staff of the arrangements in place.</li> <li>• Supply staff used for longer assignments only.</li> </ul>	LOW	Y	
Physical activity	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>• Outdoor sports prioritised 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>• Activities such as active mile are encouraged.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>Indoor sports should be small groups only, social distancing carried out and all equipment cleaned after each group use.</li> <li>Maximise natural ventilation flows.</li> </ul>			
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required, First Aiders must ensure they wear gloves, 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. They should minimise prolonged face to face contact when dealing with injuries.</li> <li>Disposable icepacks only to be used, to avoid cross contamination.</li> <li>First aiders to wash their hands before and after administering first aid.</li> <li>First aid slip to be kept in a separate tray in the classroom and handed to child as they leave school. Staff to wash hands before and after handling the accident slip.</li> <li>Usual practice to take place for bumped heads – call home.</li> </ul>	LOW	Y	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms</li> <li>Wear face covering and gloves when in close contact or dealing with bodily fluids.</li> </ul> <p><b>ADULTS</b></p> <ul style="list-style-type: none"> <li>In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or</li> </ul>	MED	Y	

			<p>you choose not to want to give mouth to mouth cover their mouth with a cloth.</p> <ul style="list-style-type: none"> <li>• Use of a defib if available.</li> <li>• Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul> <p><b>PUPILS</b></p> <ul style="list-style-type: none"> <li>• In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.</li> <li>• Use of a defib if available.</li> <li>• Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul>			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• 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>• Ensure records of administration are kept up to date and who administered the medication.</li> <li>• Any dressings used to be double bagged.</li> <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> <li>• Always wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.</li> <li>• Ensure you safely discard disposable items and clean reusable ones thoroughly.</li> </ul>	MED	Y	

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>• Wash hands after contact.</li> </ul>	MED	Y	
Pupils who are extremely clinically vulnerable.	Pupils	Ill health	<ul style="list-style-type: none"> <li>• Pupils who are classed as CEV and have a letter confirming this will need to continue to shield until further guidance received.</li> <li>• Remote teaching and learning will resume for these pupils.</li> </ul>	LOW	Y	
Pupils who are vulnerable.	Pupils	Ill health	<ul style="list-style-type: none"> <li>• Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them.</li> <li>• When a vulnerable pupil is required to self-isolate, you should:             <ul style="list-style-type: none"> <li>○ notify their social worker (if they have one)</li> <li>○ agree with the social worker the best way to maintain contact and offer support You should have procedures in place to:</li> <li>○ check if a vulnerable pupil is able to access remote education support</li> <li>○ support them to access it (as far as possible)</li> <li>○ regularly check if they are accessing remote education</li> </ul> </li> </ul>			



Staff who are extremely clinically vulnerable.	Staff	Ill health	<ul style="list-style-type: none"> <li>• Staff who are classed as CEV and have a letter confirming this will need to continue to shield and work from home until further guidance received.</li> <li>• Staff living with persons who are CEV can still attend the workplace.</li> </ul>			
Pregnant staff	Staff	Concerns Worry	<ul style="list-style-type: none"> <li>• As a general principle, pregnant women are in the ‘<b>clinically vulnerable</b>’ category and are advised to follow the relevant guidance available for clinically-vulnerable people.</li> <li>• 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.</li> <li>• Staff and pregnant pupils who are 28 weeks pregnant and beyond are at an increased risk and may fall in the CEV category.</li> <li>• If CEV, then you should follow government shielding advice.</li> <li>• Expectant mothers risk assessments must be carried out and risk control measures put in place.</li> <li>• <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></li> </ul>			
Children with additional needs - SEND/ EHCP - Medical needs - behavioural - Social emotional - 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 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 cases, the pupil’s medical needs will mean this is not possible, and educational support will require flexibility.</li> <li>• Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However they must</li> </ul>	MED	Y	

			<p>ensure they minimise contact and maintain as much distance as possible from other staff.</p> <ul style="list-style-type: none"> <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>• 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 – supervised from a distance</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> <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>			
Pupils leaving at the end of the school day- walking home alone	Staff Parents Others	Spread of infection due to close contact	<ul style="list-style-type: none"> <li>• Pupils to be informed of the requirement to maintain social distancing when leaving school.</li> <li>• Staff on duty outside to ensure pupils leave in a safe manner.</li> </ul>	LOW	Y	
Children leaving late at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• One way system in place with a staff member 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”, remaining 2m away from the next group being released until their parent/carer arrives.</li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>• If it is after the gate is locked after last group, the child must walk up to the office with a member of staff from the bubble group and wait by the office while their parent is called and arrives.</li> <li>• Social distancing of 2 meters must be observed at all times.</li> </ul>			
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. Staff will be given the option of wearing 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	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<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> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <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> <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 Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</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>• Pupils 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> </ul>	MED	Y	

			<ul style="list-style-type: none"> <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>• Good ventilation to be ensured.</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 reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <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 Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and 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 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> </ul> </li> </ul>	MED	Y	

			<ul style="list-style-type: none"> <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> <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> <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>• It is important that all staff read the Government guidance) on the NHS Test and Trace system to understand the process.</li> <li>• Any member of staff subject to the Test and Trace process must inform the Head Teacher immediately.</li> </ul>			
Spread of infection	Staff Pupils 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> </ul>	MED	Y	

			<ul style="list-style-type: none"> <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>			
Response to any infection	Heads of School	COVID 19	<ul style="list-style-type: none"> <li>• 7) Engage with the NHS Test and Trace process.</li> <li>• 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>• 9) Contain any outbreak by following local health protection team advice.</li> <li>• Numbers 7 to 9 must be followed in every case where they are relevant.</li> </ul>			
Manage positive cases amongst the school community	School Head Teacher	COVID 19	<ul style="list-style-type: none"> <li>• School staff will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The health protection team/ DfE 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/ DfE 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/ DfE, school will send home those people who have been in close contact with the person who has</li> </ul>			

			<p>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:</p> <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> <li>● The health protection team/ DfE will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. School will not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:             <ul style="list-style-type: none"> <li>● 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</li> </ul> </li> </ul>			
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			<p>after the original 10-day isolation period). Their household and support bubble should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <ul style="list-style-type: none"> <li>• Further guidance is available on testing and tracing for coronavirus (COVID-19).</li> </ul>			
Track and Trace	Staff Pupils Others	Coronavirus 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>			
Testing negative (if tested due to displaying Covid-19 symptoms).	Staff Pupils 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 and support bubble can stop self-isolating.</li> </ul>			
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> <li>• If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> </ul>			

			<ul style="list-style-type: none"> <li>• Other members of their household and support bubble should continue self-isolating for the full 10 days.</li> </ul>			
Poor management of infectious diseases	Staff Pupils 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> <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 ( caretaker) monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</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	
Lack of communication	Pupils Staff Parents 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 DfE 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/DfE.</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> </ul> </li> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <li>○ All tables and chairs used by staff and pupils</li> <li>○ Toilet flushes and regular cleaning of toilets.</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>			
Statutory Tests and Inspections	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> <li>● Statutory inspections to continue but with social distancing in place at all times.</li> <li>● In-house inspections should continue to ensure the school remains as safe as possible.</li> </ul>	LOW	Y	
Estates	Staff Pupils	Health & Safety Infection control	<ul style="list-style-type: none"> <li>● Site staff to ensure school is safe.</li> <li>● All statutory testing and in-house testing carried out.</li> <li>● Ensure there are plenty of wash areas for staff and pupils to wash hands.</li> <li>● Ensure Legionella risks have been managed and all appropriate testing carried out.</li> </ul>	Estates	Staff Pupils	Health & Safety Infection control
Visitors and Contractors in school	Staff Pupils	Health & Safety Infection 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> </ul>	LOW	Y	

			<ul style="list-style-type: none"> <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>			
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> </ul>	LOW	Y	
Fire Safety	Staff Pupils	Smoke Fire	<ul style="list-style-type: none"> <li>Fire safety management plans should be reviewed and checked in line with operational changes. You should check: all fire doors are operational at all times.</li> <li>Your fire alarm system and emergency lights have been tested and are fully operational.</li> <li>Carry out emergency drills as normal (following social distancing as appropriate). You should make adjustments to your fire drill to allow for social distancing as appropriate.</li> </ul> <p><a href="https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings">https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</a></p>			
Mental health and well being	Staff	Anxiousness	<p>School will:</p> <ul style="list-style-type: none"> <li>Have regular keep in touch meetings/calls with people working at home and in school 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> <li>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> </ul>			
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> <li>It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</li> </ul>	MED	Y	

			<ul style="list-style-type: none"> <li>• Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.</li> <li>• Schools' responsibilities to record attendance and follow up absence</li> <li>• The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct</li> </ul>			
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> <li>• Always follow the statutory safeguarding guidance.</li> <li>• Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and pupils regarding any additional or new safeguarding referrals</li> <li>• Communication with other agencies and school nurse for pupils not seen in school prior to return.</li> </ul>			
Contingency plans for Local outbreaks.	Pupils Staff	School shutting	<ul style="list-style-type: none"> <li>• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>• Schools will also need a contingency plan for this eventuality.</li> <li>• This may involve a return to remaining open only for vulnerable pupils and the pupils of critical workers and providing remote education for all other pupils.</li> </ul>			

Reviewed March 2021