

SCHOOL RETURN - COVID-19
Spring 2 update (08.03.2021) Fairway Primary Academy

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*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Inform Parents of the entrance and exit points in advance to the new term starting via website or other communication systems. <i>Parent Guide emailed and on website</i> • Consider where possible, having a one-way system introduced when parents bring pupils to school. <i>One way system in place- Via Mashie Garden and through playground out to main entrance. Year 1/2 enter via the main entrance.</i> • <i>Various entrances and staggered start times support social distancing</i> • 2 metre rule to be enforced while they are waiting for staff to receive their children if this can't be enforced a 1 metre rule to be adhered to. <i>Children who are upset or anxious to be encouraged in by staff, still maintaining social distancing. If children still remain anxious discuss options with parent i.e. calming child down and bringing back to school.</i> • Parents are permitted on the school site to walk their children through the one way system and should leave their child at the designated entrances, where staff will be on duty. • <i>Parents have been informed to not congregate on the playground. Members of staff will encourage parents to move on if this should happen.</i> 	L	X	
				L	X	
				L		
				L	X	
				L	X	

			<ul style="list-style-type: none"> • Parents wishing to talk to staff must make an appointment (first instance telephone conversation) <i>Class email can also be used- response within 7 days</i> • <i>Parents entering the school building will be limited unless absolutely necessary whilst in Tier 4 restrictions</i> • <i>Driveway to main entrance will be out of use for parents and staff between 3pm and 3.30pm. gates will be partially closed to stop vehicle access</i> • All parents/ carers, apart from those exempt, must wear a face covering when entering the school site, including the playground. • All visitors must wear face coverings in communal areas of the school e.g. corridors, playground etc. • All staff will greet and meet parents and children with face coverings on in communal places 	L	X	
				L	X	
				M	X	
				L	X	
				M	X	
				M	X	
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> • Pupils are encouraged to attend school in school uniform as these are easily cleaned (washing machine) • They do not require cleaning any more than usually. • <i>On PE days, pupils will attend in their PE Kits for the day as bags do not need to be stored and kits can be cleaned weekly</i> 	L	X	
				L	X	
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle, walking bus. • <i>Bike racking available for children to keep bikes safe during the day.</i> • Where possible allow pupils to arrive at a staggered time to avoid peak travel times. <i>Staggered start times allow for pupils to arrive and depart at different times.</i> • Pupils encouraged to wash hands as soon as arrive at school. • <i>All pupils will hand sanitise when arriving at school.</i> 	M	X	
				M	X	
				M	X	
				M	X	

Face Masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Signs or posters in place on how children remove face masks correctly or information given in newsletters prior to start of new term • Removal of face masks on entry to the school building for pupils and stored safely e.g. a small plastic bag. • Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) • If disposable masks these must be disposed of in a closed bin. • If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. • All parents/ carers, apart from those exempt, must wear a face covering when entering the school site, including the playground. • <i>All staff, apart from those exempt, must wear face covering to meet and greet parents/carers and children.</i> • <i>Staff may wear face covering in classrooms should they choose</i> 	M M M M M M	X X X X X X	
All year groups returning to school	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> • Consider staggered start and finish times for various year groups to reduce the amount of pupil numbers. <i>Staggered start and end to the day (10 minute intervals) in place.</i> • <i>One way system in place for parents and pupils.</i> • Consider various entrance gates for year groups. <i>Reception Yr5/ /Yr3/Yr4/Yr6 to use Mashie Gardens entrance. Yr1/Yr2to use the main entrance.</i> • <i>Parents have been informed to not congregate on the playground. Members of staff will encourage parents to move on if this should happen.</i> 	L L L	X	

Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable) • Staff will direct children to use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) • All pupils must wash their hands on arrival to school • <i>Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</i> • <i>Encourage child to use a tissue to wipe eyes/nose etc.</i> • <i>If contact is required, consider short contact only.</i> • <i>Wash hands after contact</i> • <i>Should a child be extremely distressed discuss alternative arrangements e.g. coming back to school once child is calm</i> • <i>All staff, apart from those exempt, must wear face covering to meet and greet parents/carers and children.</i> 	L L L L L L L	X X X X X X X	
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> • Pupils and Parents informed to keep items brought into school as a minimum. <i>Parental guide informs parents and reminders on newsletters/text message if required</i> • Only lunch boxes, outdoor clothes, <i>water bottles</i>, bags and mobile phones permitted. • <i>Parents who wish their children to bring a mobile phone into school must contact school with a reason. The phone will be collected and kept safely in the classroom.</i> • <i>Pupils with a health care plan/risk assessments for wetting and soiling will be allowed to bring in a change of clothes.</i> • Book bags will be collected in on a Monday and Friday only to allow books to be changed. 	L L L L	X X X X	

Classroom set up	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • The classroom must be set up where possible with all desks forward facing and side to side seating. Where possible avoid pupils sitting opposite each other. • The teacher's desk must be kept 2 metres away from the children's tables/desks. <i>Teachers desk are marked with a designated area on the floor.</i> • Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. • <i>Classrooms will have a hand sanitiser available for children to use on entering and leaving classroom.</i> • <i>Face visors can be worn by teachers/TAs in the classroom, who may be anxious. This is in consultation with the Head of School</i> • <i>Each classroom is provided with a cloth and spray to periodically clean tables and touch points throughout the day.</i> 	L	X	
				L	X	
				L	X	
				L	X	
				L	X	
Class / Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible children are to be kept in their class / year bubbles and not to mix with other bubbles. • <i>Teachers and teaching assistants to be as consistent as possible.</i> • <i>1:1 interventions conducted in the classroom, where possible. Where this is not possible, each classroom will have a space to conduct interventions. This will be cleaned and sanitised between each use.</i> • <i>Where staff have to mix, thorough cleaning of hands will be conducted between each group/class.</i> 	M	X	
				M	X	
				M	X	
				M	X	
Classroom Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. • Where children may require extra assistance a 2 metre rule must try to be enforced if not viable look at a 1 metre rule or the staff are to only teach in their allocated bubbles. 	L	X	
				L	X	
				L	X	

			<ul style="list-style-type: none"> • Pupils old enough to understand will be informed not to touch staff and their peers where possible. • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone (<i>no more than 15 minutes</i>). • Removal of an unnecessary furniture. • Minimise the movement around classrooms. • Where possible, children to have a designated place. Where movement occurs, table and chair must be cleaned. • <i>Risk assessments to be conducted on those pupils who will find social distancing difficult.</i> • <i>Pupils should remain in their classrooms and break out areas avoided where possible.</i> • <i>High risk activities should not be undertaken (singing, PE with enhanced respiration, music tuition and practise etc)</i> 	L	X	
				L	X	
				L	X	
				L	X	
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible keep the use of resources to each allocated bubble. • Pupils should use their own pencils and pens and not share. <i>Pupils will have their pencil cases that remain in school.</i> • All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. • Reading books returned from children will be left in school for 72 hours before going out (over the weekend) 	M	X	
				M	X	
				M	X	
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left 	M	X	

			unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.			
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Unnecessary taking home of equipment / resources discouraged • Cleaning as above if items are taken home. • Book bags will be collected in on a Monday and Friday only to allow books to be changed. 	L	X	
Assemblies Collective Worship	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Keep assemblies / worship separate to individual bubbles or if room available keep bubbles of one year group separated by at least 2 metres. • <i>Assemblies/collective worship conducted virtually where possible.</i> 	L	X	
				L	X	
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Spring term trips will not commence at present • Once trips are able to commence they should include any pupils with SEND connected with their preparation for adulthood. • Make use of outdoor spaces in local areas • Full suitable and sufficient risk assessments to be put in place for each trip 	L	X	
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils who have complex needs or who need close contact care, will continue as normal. • A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. 	L	X	
				L	X	
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> • 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. • 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; 	L	X	
				L	X	

			<ul style="list-style-type: none"> Schools' responsibilities to record attendance and follow up absence. The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct. <i>Parents/carers will be fully informed of all health and safety procedures in place to reduce anxiety.</i> 	L	X	
				L	X	
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> Inform supply staff of the arrangements in place. <i>Risk assessments will be shared with supply staff.</i> Consider using longer assignments for supply teachers and/or other staff Where possible minimise their movement around school. <i>Consider revised timetable changes to reduce mixing if required e.g for PPA</i> 	L	X	
				L	X	
				M	X	
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Schools should consider resuming any breakfast and after-school provision, where possible, from 8th March Where possible keep pupils in their year groups or bubbles Where not possible look at consistent small groups only. <i>Set consistent groups formed in classes and each class bubble remains on their own table. There is no mixing of bubbles. When children are outside, 2m distance from other bubbles is required.</i> Arrange for same staff to deliver before and after care provision to reduce risk. <i>Where possible staff will remain with consistent bubbles.</i> 	M	X	
				M	X	
				M	X	
				M	X	
					X	
Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> Look at reducing risk of using particular instruments and allowing large groups If able can lessons take place outside No more than 15 pupils back to back or side to side No sharing of woodwind instruments Good Ventilation required 	L	X	
				L	X	
				L	X	
				L	X	

			<ul style="list-style-type: none"> • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Whole class music tuition paused for Spring term 	L	X	
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Outdoor sports where possible and contact sports avoided. 	L	X	
			<ul style="list-style-type: none"> • Maximise distance between pupils 	L	X	
			<ul style="list-style-type: none"> • Equipment used must be scrupulously cleaned after each use 	L	X	
			<ul style="list-style-type: none"> • Encourage activities such as active mile. • Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. • Where inside, activities that promote high respiratory action to be avoided. 	L	X	
Children requiring using the toilet in lesson times	Pupils Staff	Infection Control	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. 	M	X	
			<ul style="list-style-type: none"> • Toilet areas cleaned on a regular and frequent basis 	M	X	
			<ul style="list-style-type: none"> • <i>Staff to check on toilets for younger pupils.</i> 	M	X	
			<ul style="list-style-type: none"> • <i>Use of toilet passes to avoid congestion</i> • <i>Teachers to discuss with children the use of toilets and amounts allowed in at one time.</i> 	M	X	
			<ul style="list-style-type: none"> • <i>Toilets limited to a number of children and posters displayed to inform children.</i> • <i>Posters displayed around good hygiene and how to wash hands effectively.</i> 			
Break times	Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Children informed again of the importance of social distancing whilst outside. 	L	X	
			<ul style="list-style-type: none"> • Staggered break times for individual bubbles or year groups if space is an issue. <i>See rotas for individual class staggered breaks.</i> 	L	X	

			<ul style="list-style-type: none"> • Look at providing activities which can abide by the social distancing rules. • Supervising staff must keep a 2-metre distance from each other at all times where possible • <i>Play equipment used must be kept with the bubble and cleaned after use.</i> • <i>Duties to be covered by Year group class teacher/TA</i> • <i>Playground zoned for different year groups</i> 	L	X	
				L	X	
				L	X	
				L	X	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Minimise the use of staff rooms where possible or a rota system in place if no other available rooms. • The staffroom is taken out of use for socialising and staff eat in other designated areas or stay in their bubbles. • Staff must sit at least 2 metres apart from each other • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. • The Community room can also be used for staff break times. • Staff must be able to heat food and make a warm drink • <i>Staff informed of maximum number allowed at one time (1).</i> • <i>All inward facing seats will be out of use.</i> 	L	X	
				L	X	
				L	X	
				L	X	
				L	X	
				L	X	
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Dispose of all cloths in a closed bin and empty on a regular basis. 	L	X	
				L	X	
				L	X	
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Rota system in place for children to eat a hot meal / sandwiches • <i>Children to eat lunches in their classroom. Reception class use the hall for lunches.</i> 	L	X	
				L	X	
				L	X	

			<ul style="list-style-type: none"> • Where possible encourage children, who are sandwiches only to eat outside (older children) or use of a designated area. • This may be year groups and where possible keeping the bubbles apart as much as possible • Tables and chairs to be cleaned once children have finished eating • Lunchtime staff and kitchen staff to maintain social distancing where possible from children. • <i>Each class will have their own lunchtime supervisor and mixing will be reduced, where possible</i> 	L	X	
				L	X	
				L	X	
				L	x	
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Always wash hands after contact • <i>PPE boxes are available in the school office.</i> • <i>Classroom to hold basic first aid e.g plasters/gloves face mask.</i> • <i>Anything used for First Aid treatment must be double bagged and stored securely following guidelines</i> • <i>Those staff that have individual risk assessments may be asked not to conduct First Aid.</i> 	M	X	
				M	X	
				M	X	
				M	X	
				M	X	
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids <p>ADULTS</p>	L	X	
				L	X	
				M	X	

			<ul style="list-style-type: none"> In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. Use of a defib if available. Always wash hands after contact <p>CHILDREN</p> <ul style="list-style-type: none"> In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. Use of a defib if available. Always wash hands after contact 	L	X	
				M	X	
				L	X	
				L	X	
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used to be double bagged. Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	M	X	
				M	X	
				M	X	
				M	X	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> When staff are carrying out any intimate care they must: (as per their usual requirements) Wear gloves Wear an apron Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed 	L	X	
				L	X	
				L	X	
				L	X	

			<ul style="list-style-type: none"> • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. Folder available in School Business Manager Office • <i>Two adults will be required to clean/change a pupil</i> • <i>Where a pupil refuses to let an adult check if they have wet/soiled themselves, parents will be called to check child to ensure emotional wellbeing</i> • <i>Parents/carers may be called if soiling needs a thorough clean- i.e shower.</i> 	L	X	
				L	X	
				L	X	
				L	X	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider short contact only. • Wash hands after contact • <i>Should a child be extremely distressed discuss alternative arrangements e.g coming back to school once child is calm</i> 	L	X	
				L	X	
				L	X	
				L	X	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside • If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings. • <i>Risk assessments will be conducted.</i> 	L	X	
				L	X	
				L	X	
				L	X	
Pupils who are shielding	Pupils	Risk of infection	<ul style="list-style-type: none"> • A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates 	M	X	
				M	X	

			<p>remain high and therefore they may be temporarily absent (see below).</p> <ul style="list-style-type: none"> Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 	M	X	
				M	X	
				M	X	
Staff who are clinically vulnerable or extremely clinically vulnerable.	Staff	Concerns Worry	<ul style="list-style-type: none"> It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. Those staff who are extremely clinically vulnerable are to work from home (Tier 4 Restrictions). Regular check-ins for welfare are conducted and equipment needed to be able to work from home safely has been addressed. Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable 	M	X	
				M	X	

			<p>and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> • Advice for those who are clinically-vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 	M	X	
				M	X	
				M	X	
				M	X	
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. • Expectant mothers risk assessments must be carried out and risk control measures put in place. 	L	X	
				L	X	
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If 	L	X	

			<p>people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <ul style="list-style-type: none"> • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	L	X	
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Arrange telephone, Zoom. Or face to face meetings with Parents • Provide reassurance • Make it clear it is compulsory school age children attend school unless a statutory reason applies. 	L	X	
				L	X	
				L	X	
Use of Outdoor Play Equipment	Pupils	Risk of Infection	<ul style="list-style-type: none"> • Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using. • Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time. • Limit the number of users on the equipment at any one time. <p>Sanitise frequently touch point areas:</p> <ul style="list-style-type: none"> • playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames • semi enclosed playhouses or huts for small children • enclosed crawl through 'tunnels' or tube slides • exercise bars and machine handles on outdoor gym equipment 	L	X	
				L	X	
				L	X	

Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. • Consider staggered leaving times. <i>See individual rota</i> • <i>Children released when parent/carer is next in queue and child will meet parent/carer as walking by.</i> • <i>Parents will be reminded not stay on the playground and to keep moving along the one way system.</i> • <i>All staff, apart from those exempt, must wear face covering to meet and greet parents/carers and children.</i> 	M	X	
				M	X	
				M	X	
				M	X	
Children leaving at the end of the school day. Walking home alone or not being collected by Parent	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Pupils to be informed of the requirement to maintain social distancing when leaving school. • Staff on duty outside to ensure pupils leave in a safe manner. • Staggered times where possible. • <i>Where a parent/carer is late- remain on the playground until 3.25pm (in line with last staggered group). If still not collected return to off ice area and office staff/nominated adult to call parents. Where this is not possible children are to wait by the office, but must ensure social distancing with support from an adult.</i> • <i>Driveway to main entrance will be out of use for parents and staff between 3pm and 3.30pm. Barrier at bottom of driveway</i> • All parents/ carers, apart from those exempt, must wear a face covering when entering the school site, including the playground. 	L	X	
				L	X	
				L	X	
				L	X	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed. 	L	X	

Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. 	L	X	
			<ul style="list-style-type: none"> • Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. 	M	X	
			<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. 	M	X	
			<ul style="list-style-type: none"> • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. 	M	X	
			<ul style="list-style-type: none"> • Pupils are forbidden from sharing cutlery, cups or food. 	M	X	
			<ul style="list-style-type: none"> • All cutlery and cups are thoroughly cleaned before and after use. 	M	X	
			<ul style="list-style-type: none"> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 	M	X	
Track and Trace	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate. 	M	X	
			<ul style="list-style-type: none"> • The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms. 	M	X	
			<ul style="list-style-type: none"> • All children can be tested (including children under 5) 	M	X	
			<ul style="list-style-type: none"> • They should provide details of close contacts if they test positive or if asked by NHS track and Trace 	M	X	

			<ul style="list-style-type: none"> Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. 			
Testing Negative	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 	L	X	
Testing positive	Staff Pupils Others	COVID 19	<ul style="list-style-type: none"> If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 	M	X	
Manage positive cases amongst the school community	School Head of School	COVID 19	<ul style="list-style-type: none"> Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact 	M M	X X	

			<p>with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> • 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 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self- 	M	X	
				M	X	
				M	X	

			<p>isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-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"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • Further guidance is available on testing and tracing for coronavirus (COVID-19). 	M	X	
				M	X	
				M	X	
Contain an outbreak	School Head of School	Not following advice	<ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. 	M	X	

			<ul style="list-style-type: none"> In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. 	M	X	
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. 	M	X	
			<ul style="list-style-type: none"> 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. 	M	X	
			<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. 	M	X	
			<ul style="list-style-type: none"> The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. 	M	X	
			<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. 	M	X	
			<ul style="list-style-type: none"> Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. 	M	X	
			<ul style="list-style-type: none"> Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a 			

			<p>disinfectant and care to be taken when cleaning all hard surfaces.</p> <ul style="list-style-type: none"> • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 	M	X	
				M	X	
				M	X	
				M	X	
				M	X	
Spread of infection	Staff Pupils	Lateral Flow Testing	<ul style="list-style-type: none"> • All staff to be asked to complete LFT's twice a week. • Results to be logged on school testing log. • Staff to complete test results on government website. • Staff to isolate following void or positive test results. 	M M M M	X X X X	
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus (including pupils who have been asked to self-isolate) • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self- 	M M M	X X X	

			<p>isolation' period) has passed, in line with national guidance.</p> <ul style="list-style-type: none"> • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	M	X	
				M	X	
				M	X	
				M	X	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. . • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • A nominated person (<i>site manager/Headteacher/School Business Manager</i>) monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	M	X	
				M	X	
				M	X	
				M	X	
				M	X	

Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. 	M	X	
			<ul style="list-style-type: none"> The head of school contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. 	M	X	
			<ul style="list-style-type: none"> Schools put into place any actions or precautions advised by their local HPT. 	M	X	
			<ul style="list-style-type: none"> Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	M	X	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> All door handles All tables and chairs used by staff and pupils Toilet flushes and regular cleaning of toilets. 	M	X	
			<ul style="list-style-type: none"> All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. 	M	X	
			<ul style="list-style-type: none"> Regular cleaning of surfaces will reduce the risk of spreading the virus. 	M	X	
			<ul style="list-style-type: none"> All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. <i>Additional cleaner onsite during the day</i> 	M	X	
Estates	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Site Staff to ensure school is safe and ready for opening in Spring term 	L	X	
			<ul style="list-style-type: none"> All statutory testing and in-house testing carried out. 	L	X	
			<ul style="list-style-type: none"> Ensure there are plenty of wash areas for staff and pupils to wash hands 	L	X	
			<ul style="list-style-type: none"> Ensure Legionella risks have been managed and all appropriate testing carried out. 	L	X	
Statutory Tests and Inspections	Staff Pupils	Health & Safety	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. 	L	X	

		Infection Control	<ul style="list-style-type: none"> In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 	L	X	
				L	X	
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. All visitors must wear face coverings in communal areas of the school e.g. corridors, playground etc. All visitors will have access to the visitor risk assessment upon arrival. 	L	X	
				L	X	
				L	X	
				L	X	
				L	X	
				L	X	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. 	L	X	
				L	X	
				L	X	

			<ul style="list-style-type: none"> Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 			
Mental Health and well being	Staff	Anxiousness	<ul style="list-style-type: none"> Have regular keep in touch meetings/calls with people working at home to talk about any work issues Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Involve workers in completing risk assessments so they can help identify potential problems and identify solutions Keep workers updated on what is happening so they feel involved and reassured Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours <i>Offer Employee Assistance Programme and local authority support.</i> 	M M M M M M	X X X X X X	
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. 	L L L	X X X	

Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> • Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. • Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. • All visitors must wear face coverings in communal areas of the school e.g. corridors, playground etc. • All visitors will have access to the visitor risk assessment upon arrival. • During Tier 4 restrictions, visitors to school will be kept to a minimum. 	M	X	
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> • Always follow the statutory safeguarding guidance • Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals • Communication with other agencies and school nurse for pupils not seen in school prior to return. 	L	X	
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. • Schools will also need a contingency plan for this eventuality. • This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. 	M	X	
				M	X	
				M	X	