

RISK ASSESSMENT FOR COVID-19 AND FULL RETURN TO SCHOOL

transmissions occur before any symptoms appear which makes the virus more difficult to contain without strict mitigations	<ul style="list-style-type: none"> Specialist staff eg music and PE work in one year group each day and disinfect equipment at the end of each day and observe good hygiene practice before the next day Assemblies are for one year group at a time once a fortnight, children are spread out and good ventilation maintained, limited to 10 minutes, doors are left open at the end and 30 minutes between groups All children should come to school in their PE kit on PE days. 			
	<p>Classroom organisation –</p> <ul style="list-style-type: none"> tables to be separated so only two children per desk and facing front to avoid directly facing each other. Resources that are curriculum based eg Unicom for maths can be shared but only within a year group and should be sprayed at the end of every day with disinfectant spray and sanitized once a week on a Friday afternoon Resources that are classroom based eg rulers, whiteboards can be shared and cleaned regularly but each child should have their own personal resource pack of pencils and pens Doors and windows should be left open as much as possible for ventilation. High windows should be open all the time and all windows opened when children are not in the room to re circulate the air. Children can wear fleeces in classrooms All soft toys and toys that are hard to clean and soft furnishings are removed from classrooms. These should be bagged and labelled and stored efficiently – in year groups as far as possible Limited ‘stuff’ from home - no bags, named water bottle kept on desk 	Led by DHT pupil progress with YTLs and CTs	By 3/9	✓
	<p>Hygiene -</p> <ul style="list-style-type: none"> Site plan showing areas in use and expectations of cleaning to be shared with cleaning company. Quality and depth of cleaning to be monitored with assurances from company given Hand washing carried out regularly - clean hands on arrival, before and after eating and after sneezing or coughing. All written in procedures and on posters All staff crossing bubbles to wash hands and clean resources/ clothes overnight when moving from one year group to another the next day Hand washing provided at school entrances To assist with respiratory hygiene, tissues and pedal bins readily available and emptied regularly 	HA	by 3/9 and ongoing	✓

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		<ul style="list-style-type: none"> • Hand sanitizer, disinfectant spray and suitable cleaning materials to be available for staff in each year group/class and in offices • Children go to toilet in small groups to their designated toilet, handwashing supervised by adult for younger children • External toilet doors are propped open to avoid cross infection on doors. Internal doors wiped with disinfectant wipes regularly – gloves worn by adults 			
		<p>Lunchtime and snack –</p> <ul style="list-style-type: none"> • Lunch will be eaten in classrooms. LSAs will fetch lunch from the canteen at allotted times • Children may bring packed lunches but we would encourage school lunch take up to avoid cross contamination with home as much as possible • Supervision at lunchtime will be on a rota and kept within year group bubbles • Lunchtimes and playtimes are staggered to avoid congestion in canteen and outside play • Lunchtime arrangements will be reviewed at the end of every week • Fruit is delivered to bubble groups in bowls which are labelled for that bubble and cleaned every day 	DHT curriculum	In place by 3/9 and Ongoing	✓
		<p>Arrival and dismissal –</p> <ul style="list-style-type: none"> • One way system maintained. Map sent to parents and children with clear entrances and one way systems. Reminders at entrances and floor signs maintained for guidance • Staggered times for arrival and dismissal with 10 minute windows given to ease congestion • Parents are encouraged to keep moving ie no standing and chatting • Waiting zones to be set away from the classroom doors to avoid 'bunching'. Barrier to be put up for Y3 end classroom to assist with this • Parents reminded about giving space and following respiratory hygiene • Face masks/visors may be worn by staff and parents on the playground – this will be kept under review • Senior leaders present at arrival and dismissal times to support families • Children greeted by staff member and go straight into class • Classes taken outside at beginning of dismissal time window in clearly defined areas. 	HT with YTLS and SLT	By 3/9 Bulletins from 2/11 Barrier ordered 23/10	✓ ✓

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		<p>Symptoms</p> <ul style="list-style-type: none"> Any child displaying symptoms should stay at home and parents should notify school and book a test Any child displaying symptoms in school will be isolated and parents will be contacted. Siblings will also go home if covid symptoms are present 	<p>Parents</p> <p>First aiders</p>		
		<p>Positive test results and local lockdown</p> <ul style="list-style-type: none"> Advice from Public Health England/ DfE will be sought Year group or class bubbles may be closed following advice Further year group bubbles may be closed if positive test results increase in number In the event of a local outbreak the school will follow local authority and public health advice Communication will be quick, via email and txt Parents will be reminded to contact school immediately in their child has symptoms, is self isolating or has a positive test result 	<p>HT</p>	<p>Bulletin 2/11</p>	<p>✓</p>
		<p>After school clubs and holiday club</p> <ul style="list-style-type: none"> Kidz Enterprise will operate with covid secure measures Children will be separated into their year groups with consistent staff as much as possible Where this becomes impractical (because of numbers for example) then strict protocols of social distancing and handwashing will be maintained by staff and pupils Other after school clubs may operate but restrict intake to specific year groups and maintain a covid risk assessment. After school clubs will not operate during the second national lockdown in November 	<p>HT with providers</p>		
<p>Covid is transmitted to a member of teaching and teaching support staff by a child Dept of Ed: 'Overview of scientific advice and information on coronavirus': 'there is no evidence to suggest that children transmit the virus any more than adults. Some</p>	<p>This depends on the individual affected. Many staff who may be more vulnerable to serious illness as a result of coronavirus will be working at home so the potential for harm overall may be low but this may be higher for individuals either on the vulnerable register or not.</p>	<p>Measures above and specific actions for staff</p> <ul style="list-style-type: none"> Maintaining children in bubbles reduces the risk of cross infection and any symptoms or outbreaks can be managed swiftly and contained. High risk staff members will be kept in year groups Maintaining social distancing strictly may not always be possible in a child centred environment so keeping group bubbles helps to mitigate any residual risk Staff to be reminded of importance of social distancing and rest room chairs to be separated 		<p>From 2/11</p> <p>Bulletin 4/11</p>	<p>✓</p>

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<p>studies suggest children may transmit less, but this evidence is mixed and provides a low degree of confidence at best'</p> <p>HIGH</p>	<p>This is not something we are qualified to pre judge.</p> <p>We have to assume therefore that the potential for harm may well be high</p> <p>Individual risk assessment may carried out for vulnerable staff</p>	<ul style="list-style-type: none"> • With the exception of SLT, who will continue to meet but with social distancing and ventilation, other CPD or meetings will be held remotely 		From 2/11	
		<p>Administering first aid –</p> <ul style="list-style-type: none"> • gloves, face mask and apron to be worn if child is presenting any symptoms and maintain social distancing. Temperature taken. • For general first aid eg bumps and bruises with no symptoms, first aider should wear PPE. First aid mobile stations equipped and used for minor injuries. • Temperatures may be taken if staff are concerned – non contact thermometers to be available in medical rooms and first aid station • PPE ordered and stocks to be kept full • First aid rooms checked, supplied replenished and cleaned • Written guidance regarding reducing risk of cross infection to be circulated and displayed and advice given • Training for staff in terms of wearing, taking off and disposing of PPE will be provided • Gloves worn when administering medication • Full PPE must be worn when cleaning bodily fluid eg vomit. Only site staff should do this 	First Aid leader with Ops Dir	In place by 3/9	
		<p>Jewellery</p> <ul style="list-style-type: none"> • Children not to wear hand jewellery and adults advised the same. Included in written procedures 	HT	By 3/9	
		<p>Individual risk assessments</p> <ul style="list-style-type: none"> • for children with positive handling plans or EHCP needs which require 'handling' or intimate care. • Discussed with parents as appropriate and all relevant staff aware 	AHT inclusion	By 3/9 and as appropriate	
		<p>Face covering</p> <p>face coverings are becoming more the norm in public enclosed spaces. Children of primary school age are not expected to wear them and they will not be worn by children once they are in school. Generally speaking staff are not expected to wear them. However, some staff may feel they are more at risk and may wish to wear a facemask. If individual staff feel safer/ more comfortable about this then PPE (face mask, gloves, aprons) will be available.</p> <p>Face visors to be purchased for staff use</p>	All		✓

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		<ul style="list-style-type: none"> Parents are encouraged to drop children off at gate where possible, certainly for older children. Where not possible then group bubble zones to be set up on playgrounds with clear 2 metre markings. One parent only allowed to drop off and collect. Any dialogue longer than a few minutes with staff should be by arranged phone call -parents to call reception 01628 604665 to arrange a call back Meetings with parents should be by phone where possible, if not possible then in designated meeting areas – parent room at front reception and entrance area in Dennis Way site Report cards will be sent out 17/11 via tapestry and dojo. These will be kept open for a week to allow interactive dialogue 			
		Parents meetings Spring 2021 – the aim is for these to be conducted via video link using the parent consultation software we currently have. Dates and practicalities will be ironed out before Dec 20	HT and Company Secretary	Agreed by 25/11	
Covid is transmitted at points other than child related HIGH	Again it depends on individuals as above	Face screen installed at school receptions. Sofa labelled with 'do not sit here' in middle seat, one chair for visitors with mobility difficulties	Site	By 1/6	✓
		Essential visitors only. All meetings conducted with social distancing – no hand shaking, 1 metre between seats, hand sanitizer before and after meeting Almost all face to face meetings moved to remote or cancelled during second lockdown NB this included H&S inspection visit with designated trustee (6/11). This will now take place via email using photos and reports from site supervisor who will carry out a site visit Designated rooms for meetings with sanitiser and seat markings	Company secretary	By 1/6	✓
		Drop box outside with essential info for parents to drop in forms and requests or do them online <ul style="list-style-type: none"> Drop box cleaned regularly Forgotten items and medicines left in designated area/ drop box in school entrance 	Sen admin	By 3/9	✓
		<ul style="list-style-type: none"> Drop boxes to be sited at entrances to all year groups to avoid need for office and site staff to go through year groups for forgotten items or delivered resources 	Sen admin	By 9/11	

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		Clear signage for visitors to explain procedures	Sen Admin	By 3/9	
		A face screen should eliminate the need for face covering but if staff wish PPE will be available, including gloves to handle correspondence etc	Sen Admin	By 1/6	✓
Members of the school community behave in a non-compliant manner outside of school with regards to government guidance. HIGH	Breaching social distancing rules increases the chance of an individual contracting COVID-19 and therefore transmitting it to other members of the school community. Families of children from different bubbles mixing without social distancing outside school compromises the safeguarding measure of bubbles in school and significantly increases the chance of wider transmission within school.	All members of the school community (staff and families) will be sent a reminder of the government guidance on social distancing and explained the potential impact on the school community of breaching this. Parents are asked to inform the school of any permitted arrangements outside school which may compromise social distancing and school bubbles (e.g. attending a registered childminder with other children in the school community, single parents families forming a permitted social bubble with another family in the school community) and school will put appropriate measures in place to mitigate risk (e.g. placing these children in the same bubbles wherever possible). If the school becomes aware of a member of the community breaching social distancing rules outside school, a meeting will be arranged with a senior staff member to ascertain the level of risk to the school community and arrange appropriate mitigations and actions. These could include isolation at home for a fixed period in case symptoms develop or in more extreme or persistent cases determining the risk of the individual being on the school site in the current climate is too high, or a referral to the police.	All	Added 16/6	

If staff or pupils become unwell then we will follow DfE guidance (*our own supplement to this guidance is included in blue italics*):

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). *If anyone in a bubble presents with symptoms they will be supported to be tested as soon as possible. Discretion will be used as to severity of symptoms as to whether bubbles closes while waiting for test results.*

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

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PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. *(as it does say this in guidance – apart from it also says only 7 days for the one with the positive result but they would have to be at home until the rest of the bubble come out of self isolation anyway as they can't join another bubble).*

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. *Any positive test results in a bubble group leads to the closing of that bubble group and everybody self isolating for 14 days.* The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.