

RISK ASSESSMENT

Company:	Inspire Partnership Multi Academy Trust Addendums for Girnhill Infant School Addendums in red from	Date of Assessment:	13.04.2021 Version 13
Schools:	Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School, South Hiendley Primary School, Ash Grove Primary Academy		
Description of work activity / process being assessed:	Revised to comply with changes from 6 April 2021 – “Schools Coronavirus (COVID 19) Operational Guidance Applies to all pupils and staff		

Persons exposed:	Type of assessment:
Employees <input checked="" type="checkbox"/>	Initial <input type="checkbox"/>
Pupils <input checked="" type="checkbox"/>	Change in Government Guidance following Covid 19 Outbreak <input checked="" type="checkbox"/>
Contractors <input checked="" type="checkbox"/>	Operational review <input checked="" type="checkbox"/>
Visitors / Members of the public <input checked="" type="checkbox"/>	

COVID – 19 (Corona Virus)

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:

OPENING SCHOOLS TO VULNERABLE CHILDREN OR CHILDREN OF KEY WORKERS

	Schools will be open to all children. Shielding advice has been paused nationally from 31 March		ALL Schools	12 April 2021	Schools will be open to all children. Shielding advice has been paused nationally from 31 March
	Ensure all H&S compliance checks have been undertaken		Premises Teams and AS	1 Sept 20	
	Ensure each school has a deep clean prior to opening including the use of the fogging cleaning regime				
	Review cleaning hours/requirements to perform intermittent cleans	<p style="color: blue;">Additional cleaning measures are taking place in EYFS Bubble (Nursery provision) and KS1 Bubble (Rabbits Classroom) a cleaning regime tick sheet is located in each classroom to document the cleans being undertaken.</p> <p style="color: blue;">COVID19 cleaning protocol checklists are in place and staff designated to certain areas of school to complete cleaning. Checklist in the Office to ensure all areas in office bases are cleaned by PS/Admin team start of learning, mid-morning and mid-afternoon.</p>			
	Ensure catering contractors adhere to stringent cleaning protocols in their areas	Dolce risk assessment is in place – this is being reviewed in line with site. Catering staff are aware of school risk assessment.			
	Engage with the NHS Test and Trace Process And Local Public Health England health protection team.	<p style="color: blue;">Regular contact with Local Health Protection team is in place – any suspected cases or confirmed cases of COVID19 are reported.</p> <p style="color: blue;">Office has a track and trace book set up to take contact details of any school visitors.</p>	ALL Schools	1 Sept 20	

EFFECTIVE INFECTION PROTECTION AND CONTROL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school	Communicate expectations clearly with parents and staff letters and newsletters remind parents of the procedures in place, these are sent weekly.	Headteacher	4 Sept 20	
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff	Headteacher	4 Sept 20	
	Anyone developing coronavirus symptoms during the school day will be sent home. They will be asked to self isolate and arrange a test.	Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID 19) infection, which sets out that they must self isolate for at least 10 days and should arrange to have a test. 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. Other members of their household (including any siblings) should self isolate for 10 days from when the symptomatic person first had symptoms	ALL	Ongoing	
	Cleaning hands thoroughly more often than usual	1 EYFS Bubble start time and 1 KS1 Bubble start time. Children to sanitise on entrance to school. Additional signage displayed in all areas of the school including toilet areas, corridors and communal areas Upon entrance to the school, hands must be washed or hand sanitiser applied. Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly	ALL	Ongoing	

		<p>or use hand sanitiser ensuring all parts of the hand are covered.</p> <p>Hand Sanitiser stations installed in classrooms</p> <p>Hand Sanitiser stations have been installed in classrooms at points of entry, at classroom doors, outside the staff room/hall and toilet facilities and on communal corridors. Signage is located around the site to remind children and staff to regularly sanitise.</p>			
	Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach	<p>Tissues/bins in all classrooms and to be emptied throughout the day.</p> <p>Educate pupils to use tissues or sneeze into elbow area of arm</p> <p>All classes and communal areas now have foot pedal lidded bins for safe disposal of tissues.</p>	Premises & Classroom based staff	Ongoing	
	Cleaning frequently touched surfaces often using appropriate detergents	<p>Cleaning routines reviewed and classroom based staff clean surfaces including tables, chairs, door handles and drawer units at playtime, before lunchtime and after lunchtime. These are to be logged in each classroom on the cleaning regime sheet in classes.</p> <p>Cleaning routines reviewed and classroom based staff to regularly wipe down frequently touched surfaces often. Zoono products to be used by premises teams which are shown to provide additional protection or as a minimum standard detergent/bleach based products</p>	Premises & Classroom based staff	Ongoing	
	Minimising contact and mixing by altering the environment/daily routines from 1 Sept 20	<p>Review classroom layouts to ensure desks are facing the front with pupils seated side by side. Seating plans must be used with most able/well behaved to the rear. Line up order dictated by the seating plan. All pupils to have own equipment.</p> <p>All pupils have their own desk and equipment which is kept in plastic wallets.</p>	Premises & Classroom based staff	Ongoing	
	Children displaying any signs of illness will not be allowed into school	Parents will be asked to keep children home if unwell for any reason	ALL School Staff		

	<p>Ensure children are in bubbles at all times each day, and different bubbles are not mixed during the day, or on subsequent days</p>	<p>Staggered start and end times of the school day in place:</p> <p>Gates are open at given time and children filter into school to sanitise or clean their hands on entry. Parents are asked to arrive at the time allocated and leave promptly after drop off at school gates.</p>	SLT	From 1 st Sept 20 onwards	
	<p>If a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents may be asked to collect their child from school</p>				
	<p>Ensure that the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days</p>	<p>Contingency plan is in place Each of the 2 bubbles have 2 teams of staff assigned to each bubble. 1 school based and 1 working from home. The rota is planned on a 2.5 week basis.</p> <p>Face coverings are worn by staff where social distancing cannot be maintained; signage is situated across school to remind staff members and a flowchart for when it is appropriate to wear face coverings has been shared.</p>			
	<p>Ensure where possible the same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day</p>	<p>COVID19 cleaning sheets are in place to ensure that cleaning staff are aware of all areas requiring cleaning. This is initialled when complete.</p>			
	<p>Decide which lessons/activities can be delivered and adhere to physical distancing wherever possible</p>	<p>Music will not be taught in full initially as there may be an additional risk of infection where individuals are singing, playing wind or brass instruments. Social distancing measures will be observed, where possible</p> <p>PE – contact sports will be avoided. Outdoor sports will be prioritised. Pupils should wear their PE kit to school on their allocated day to avoid the need to change.</p>		From 1 st Sept 20 onwards	

		<p>Any equipment used will be thoroughly cleaned between each use by different bubbles.</p> <p>PE only takes place in phase bubbles and equipment allocated to each class bubble, cleaned fully after use by the classroom staff. The curriculum map has been altered to ensure that equipment is split and used by one bubble at a time.</p> <p>Science equipment is signed out and cleaned thoroughly after use by the classroom staff.</p> <p>Cleaning sheets are in place as of 9.11.20 in the PE store.</p>			
	Consider which lessons or classroom activities could take place outdoors				
	Where possible, allocate designated areas of the playground to each bubble	Where possible, each bubble to have their own playground equipment Playground is split into two parts and staggered play and lunches in place to limit contact between bubbles.			
	Reduce movement around the school wherever possible	<p>Only children who enter the corridors are Rabbits Class (to access classroom from front of school. All children enter school through external doors and straight into their classrooms / cloakrooms.</p> <p>Staff are working within 2 bubbles and have designated staff room areas to maintain the bubbles in place.</p> <p>Staff now have designated entrances, exits and toilets in the school. This is in addition to the staff rooms that have been allocated to bubbles.</p>			
	Where possible, all classes to have a 'teacher zone' where staff can socially distance	<p>Where contact cannot be avoided, staff to wear face coverings where classrooms do not allow for a full 2m distance.</p> <p>Teachers deliver lessons from standing position to eliminate face to face contact.</p>			

		Staff have the choice to wear mask or Visor when delivering lessons Toilets are designated to certain bubbles.			
	Stagger break and lunch times and consider groups remaining in one location at these times to reduce movement around school	Grab Bag options available to all pupils – this provision will be regularly reviewed. Grab Bags are now distributed by the 2 kitchen staff at designated drop zones:			
	Stagger drop off and collection times and plan parents' drop off and pick up protocols that minimise adult to adult contact (only one parent/carer should attend)	Communicate protocols clearly with parents and identify which entrance/exit points each group will be using on the newsletter. Arrangements are visible on the academy website. Signage is displayed across the outdoor area to remind parents/carers of protocol.			
	Parents/carers cannot enter the site and/or gather at school gates and doors – to be managed at school level	All conversations with parents will be by telephone or email Parent consultation evening taking place via phone call. Signage across the external of the site to remind parents/carers of procedures. Reminders of procedures on the school newsletter.			
	From week commencing 21.9.20 all parents/carers are asked to wear face coverings when entering the school site for drop off and collection.				
	Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window	Lone working procedures must be adhered to at all times when undertaking home visits Risk assessment to be completed prior to visit; to be undertaken in pairs in two separate cars or one car, one passenger in back seat behind the driver – face coverings must be worn and windows open.			
	Stagger/remove assembly times from daily routines	Deliver virtual assemblies or an assembly per bubble			
	Remove unnecessary items from the classrooms and other learning environments where there is space to store it elsewhere				
	Remove soft furnishings, soft toys and toys that are hard to clean				

	Implement a one way system, where possible, or place a divider down the middle of the corridor to keep groups apart as they move through the school	Staff follow one way systems at all time of the school day.			
	Use of staff rooms should be minimised	Follow social distancing guidance and ensure surfaces cleaned after use. Staff have been allocated designated areas to have lunch. EYFS Bubble staff – nursery intervention room on a rota Rabbits staff – Kitchen on a rota Both areas to be cleaned before leaving and on entry.			
	Access rooms directly from outside, where possible	Staff are wearing face coverings on entrance and when moving to their designated bubble in school. Staff sign in through forms on line.			
	Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open :- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)				
	Ensure toilets do not become overcrowded by limiting the number of children using the facilities at any one time. Each bubble to consistently use the same facilities, where possible.	Toilets are being cleaned at least twice daily by corridor cleaning teams during the morning and afternoon and pupils are expected to clean their hands thoroughly after using the toilet using soap or hand sanitiser. Toilets have signs to designate to certain classes, these are for the use of the bubbles allocated only.			
	Use outdoor space for outdoor education, exercise and breaks	Outdoor equipment should be cleaned between bubbles using it.			

	<p>Individual and very frequently used equipment such as pens and pencils should not be shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces,</p>	<p>All classes have their own exercise books / reading books and equipment in the classes which has been shared out. All children have their own equipment including pens, rulers, pencils etc. to limit the need to share. Surfaces in the classroom including tables/desks/drawer units/chairs and handles are cleaned 3x in the school day (play, before and after lunch). Books brought in from school are quarantined for 72 hours in a lidded box, situated in each classroom.</p>			
	<p>Resources that are shared between bubbles such as sports, art equipment 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 hrs for plastics) between use by different bubbles.</p>	<p>Signing out process is in place for equipment. Curriculum maps have been altered to avoid multi use by different bubbles. Curriculum maps/plans to eliminate the need for multiple year groups using equipment at given time.</p>			
	<p>Pupils should limit the amount of equipment they bring into school each day, to essentials such as coats and lunch boxes.</p>	<p>Newsletter updated regularly to remind parents/carers of necessary items for school including PE kit worn on PE days, coats and lunchboxes.</p>			
	<p>Review of current pupil and staff risk assessments where necessary</p>	<p>EHCP pupils should have a risk assessment.</p>			
	<p>Where possible, pupils who have a 1:1 support should have a designated area for that support to take place. Where possible, it is recommended that the 1:1 adult sits at a separate table from the child, ensuring the child has all the equipment they need to undertake the task</p>	<p>1:1 is conducted out of the classroom on separate tables. 1:1 staff wear face coverings and sit side by side with the pupil. All pupils have their own set of equipment which limits shared resources. All surfaces are cleaned by the 1:1 support staff member after use.</p>			
	<p>Review of the school's behaviour policy to ensure that it covers COVID 19 related incidents (appendix to follow)</p>	<p>Shared with parents/carers on first letter of academic year and on website.</p>			
	<p>Review of the school's attendance and exclusion policies (appendix to follow)</p>	<p>Shared with parents/carers on first letter of academic year and on website.</p>			

	<p>During an emergency, if it is unsafe to maintain social distance guidance measures, then they do not apply (ie evacuation of building following a fire alarm)</p>	<p>When undertaking a fire drill, social distancing should be maintained. A phased return must be adhered to when leaving and re-entering back into the premises. All PEEPs to be reviewed and amended to ensure those who require assistance to evacuate have support</p>			
	<p>Remove/reduce unnecessary usage of school transport for children arriving to school</p>	<p>Encourage parents, pupils and staff to walk to school. If this is not possible, try to avoid the use of public transport. Limit household bubbles to vehicles – do not car share. Where possible, all employees should travel to work alone using their own vehicle – where this is not possible, journeys should be shared with the same individuals ensuring good ventilation and facing away from each other. Consider wearing face coverings.</p>			
	<p>Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport.</p>	<p>Follow the LA risk assessment for dedicated school transport</p>			
	<p>Breakfast Clubs and After School Clubs will be reopened from 8 March where staffing is viable and there is a demand. In the case of clubs that cannot be restarted immediately the Trust will work to resume this provision as soon as it is viable to do so.</p> <p>After school PE Clubs, where viable, will restart after the Easter holidays.</p>	<p>If it is not possible or practical to maintain the same bubbles being used during the school day, then providers should maintain small, consistent groups.</p> <p>From 5.1.21 Breakfast and After school clubs will not be operating for the period of the national lockdown. This will be reviewed in due course.</p>			
	<p>Residential visits will not be planned for 2020/21</p>				
	<p>No educational visits will be planned for the spring term (this includes swimming)</p>				
	<p>No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms</p>	<p>A record must be kept of all visitors including contact details. The receptionist should complete the sign in process, eliminating the need to have multiple people touching pens. Regularly clean common contact surfaces in the reception area.</p>			
	<p>Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on physical distancing and hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.</p>				

PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings & Face Masks

DfE guidance states, 'based on current evidence and the measures that schools are already putting in place, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided'.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	<p>All classroom staff will be provided with a face covering shield and be expected asked to wear this, particularly at times when social distancing cannot be adhered to.</p> <p>The guidance recommends that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>Children in primary school do not need to wear a face covering.</p> <p>These measures will be in place until Easter.</p> <p>Some individuals are exempt from wearing face coverings. Please check the DfE guidance.</p>	<p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	Headteacher	1.10.20	
	<p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings must be worn. in these circumstances.</p>		Headteacher	From 1 st Sept 20 onwards	
	<p>Only children whose care routinely involves the use of PPE due to intimate care needs should continue to receive their care in the same way.</p> <p>Children who have accidents/soil themselves will not be changed and parents will be contacted to collect them.</p>	<p>Face masks, gloves, aprons available for staff to use.</p>	All Staff	Ongoing	

Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school	A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.	If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn	All Staff	Ongoing	
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PUPILS WHO ARE CLINICALLY EXTREMELY VULNERABLE, SHIELDING OR SELF ISOLATING

National restrictions came into force on 5th January 2021 – these changes are reflected below.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	Shielding advice has been paused nationally from 31 st March 2021 and the advice is for ALL pupils to attend school.				
	Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend school if they are vulnerable or parents deemed to be key workers.				
	Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education	Schools should monitor engagement with this activity	SLT	Ongoing	
Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self isolation or family isolation, the absence will not be penalised.			SLT	Ongoing	

SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERABLE, SHIELDING OR SELF ISOLATING
 Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance of which the changes are reflected below.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.	All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.	ALL Staff	From 1 st Sept 20 onwards	
	Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school where it is not possible to work from home. They should follow the system of controls implemented in this risk assessment.	All CEV and CV staff should have an individual risk assessment.			
	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.				
	Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in school. Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for	A risk assessment should be conducted for pregnant women. Individual discussions should be held with the member of staff to determine support measures to minimise risk. Working from			

	<p>those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).</p> <p>This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p>	<p>home is an appropriate adjustment from the 28 week point.</p>			
	<p>Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can attend school and should follow the system of controls implemented in this risk assessment.</p>	<p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</p>			
	<p>Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school.</p>	<p>Employees who are self isolating and who are fit to work may work from home in agreement with their headteacher</p>			
	<p>The government has set a requirement for people returning from some countries to quarantine for 10 days upon their return</p>	<p>Staff will need to be available for work in school from the start of the autumn term. Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time. If holidays were pre-booked before lockdown/restrictions were put in place, this situation should be discussed with your Headteacher and HR advice will be sought.</p>			
	<p>Staff returning from travel outside the UK can be asked to take a test before returning to school/site</p>	<p>People who return from countries which are not on the travel corridor list should self-isolate for 10 days.</p>			
	<p>All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a</p>	<p>Mental Health Champions are in place – Leah Robinson, Paula Hughes and Katie Crawshaw</p>			

	confidential counselling service (More info available from SBOs)	whose role is to signpost staff to appropriate agencies / support networks if needed.			
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CLASS/GROUP SIZES

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk)	Reduce contact between people as much as possible by ensuring children only mix in a consistent bubble (typically their class or year group) and that bubbles do not mix	Staff to child ratios in EYFS continue to apply Where schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small.	SLT	From 1 st Sept 20 onwards Ongoing	
	Desks spaced as far apart as possible to support distancing, where possible. Seat pupils side by side and facing forwards	Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people. Both EYFS Bubble and KS1 bubble have access to outdoor learning throughout the day. EYFS – Nursery Outdoor Provision KS1 – Reception outdoor Provision	SLT		
Not enough staff to supervise the groups	If there are shortages of teachers, TAs may be deployed to lead groups or cover lessons, working under the direction of a qualified teacher	Any redeployments should not be at the expense of supporting pupils with SEND	SLT		
	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum		SV/HTs		
	Schools can continue to engage supply teachers and other supply staff. ITT trainees can continue to be hosted in school during the lockdown period.		SV/HTs		
	Supply staff and other temporary workers can move between schools		SV/HTs		

IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new and persistent cough or a high temperature they must be sent home and advised to follow the COVID 19 guidance for households with possible coronavirus infection guidance		SLT	Ongoing	
	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. If it is not possible to isolate them, move them to an area which is at least 2metres away from other people	A window should be opened for ventilation This room is ventilated, however the heating system will not be turned on in this space. This space will be fully cleaned by the cleaning team after use and will be fogged as an additional precaution prior to being reopened.	SLT	Ongoing	
	If they need to use a bathroom while waiting to be collected, they should use a separate bathroom if possible	The bathroom should be cleaned and disinfected before being used by anyone else	SLT	Ongoing	
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (ie a very young child or one with complex needs)	PPE is available in each classroom and the school office	All Staff	Ongoing	
	The member of staff of staff who helped the individual does not need to go home unless they develop symptoms themselves (in which case a test is available) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	All Staff	Ongoing	
	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others		All Staff	Ongoing	
	Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing

IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self isolate for 10 days and arrange a test.	Their fellow household members should self isolate for 10 days	SLT	Ongoing	
	In the event of a parent insisting that a child with symptoms attends school, the school can take the decision to refuse the child entry if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.				
	All staff and pupils have access to a test if they display symptoms of coronavirus and they are encouraged to get tested in this scenario		SLT/All Staff	Ongoing	
	If an individual tests negative, they can return to school and the fellow household members can end their self isolation				
	If an individual tests positive, the rest of their class/group inc staff members should be sent home and told to self isolate for 10 days	The other household members of that wider class/group do not need to self isolate unless the individual they live with in that group subsequently develops symptoms	SLT/All Staff	Ongoing	
	As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.	In some case a larger number of children may be asked to self isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary	SLT	Ongoing	

ENGAGE WITH THE NHS TEST AND TRACE PROCESS

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (www.gov.uk/guidance/contacts-phe-health-protection-teams)

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
	<p>From 18 Jan 21, staff in primary schools will be supplied with Lateral Flow Device (LFD) test kits to self swab. Staff will be asked to take their kits home and carry out the test twice a week (at home). Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home kit. Staff also need to inform their Headteacher of a positive result ASAP.</p> <p>Testing is not mandatory and staff do not need to provide proof of a negative test to attend school.</p> <p>Staff with a negative LFD test result can continue to attend school.</p> <p>Staff with a positive LFD test result will need to self isolate and arrange a polymerase chain reaction (PCR) test to confirm the result. If the PCR test result is negative this result overrides the LFD test result and there is no requirement to self isolate.</p> <p>If the PCR test is positive, the individual and close contacts will be required to self isolate.</p> <p>Anyone who has tested positive for COVID should not take part in the LFD testing process for 90 days after a positive test result. They should only have another test if they start developing symptoms again.</p>	<p>Staff will be asked to test on a Sunday afternoon/evening (at a time which allows a clear 48hr window (ie after 5pm) from last being in school and in contact with colleagues and pupils). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will not be required to self isolate given the 48 hr window from last contact.</p> <p>Staff will be asked to take a 2nd test on a Wednesday evening (at home). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will be required to self isolate. If the PCR test result is negative then the individual and members of the isolating bubble will be able to return to school. If the PCR test is positive, the individual and close contacts will be required to self isolate.</p>			
	<p>All staff and parents/carers must be advised that they will need to be ready and willing to :</p>	<p>Communicate expectations clearly with parents and staff</p>	<p>Headteacher</p>	<p>4 Sept 20</p>	

Transmission risk is potentially higher if NHS Test and Trace process is not adhered to	<ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms • provide details of anyone they or their child(ren) have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test & Trace • self isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus. 	<p>Communicating expectations clearly with parents and staff through the newsletter and through communication with letters from Public Health England.</p> <p>Learning Mentor / Office staff to liaise with parents / carers to support with the track and trace process.</p>			
	Anyone who displays symptoms of coronavirus can and should get a test.		ALL	From 1 Sept 20 onwards	
	Parents and staff should inform school immediately of the results of a test and follow this guidance :	<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating & other members of their household can stop self isolating.</p> <p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & 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 a cough or loss of sense of smell/taste. 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 the household should continue self isolating for the full 10 days.</p>	ALL	From 1 Sept 20 onwards	
	If someone who has attended school has tested positive, 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 attended the school – as identified by NHS Test & Trace. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self isolate.	ALL	From 1 Sept 20 onwards	

	<p>If a person has tested positive, school must send home those people/children who have been in close contact with the person who has tested positive, advising them to self isolate for 10 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>They can also get a test.</p>	<p>Health Protection Wakefield to track suspected/confirmed cases via online portal completed by HT/DHT or SBO</p> <p>A contact is a person who has been close to someone who has tested positive for COVID-19 with a PCR test.</p> <p>You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.</p> <p>A contact can be:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test: <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to-face conversation within one metre • skin-to-skin physical contact for any length of time • been within one metre for one minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane 	<p>Headteacher</p>	<p>From 1 Sept 20 onwards</p>	
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	<p>Schools must not share the names or details of people with coronavirus unless essential to protect others</p> <p>If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will advise if additional action is required.</p>	<p>Any suspected or confirmed cases are flagged to the Health Protection team via the link below: https://wakefield-dash.achieveservice.com/MyServices</p>	<p>Headteacher</p>	<p>From 1 Sept 20 onwards</p>	

CLEANING AND HYGIENE

Follow the COVID 19: cleaning of non healthcare settings guidance

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Potential Exposure to Covid – 19 (Corona Virus):</p> <p>Normal cleaning routine.</p>	<p>Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.</p> <p>Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</p> <ul style="list-style-type: none"> Personal protective equipment (PPE) <ul style="list-style-type: none"> Disposable gloves Apron Hands should be washed with soap and water for 20 seconds after all PPE has been removed. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. 	<p>Additional cleaning products (Zoono) introduced to bolster the impact of routine cleaning. MSDs issued to PS</p> <p>Internal deep cleans</p> <p>Accurate recording of routine cleaning undertaken in all areas – ALL</p> <p><i>Accurate recording of routine cleaning undertaken in all areas – this is completed on cleaning regime sheets in all classrooms, in addition to regular cleaning protocol.</i></p> <p>Fogging machine to be used at each school at termly intervals and following any confirmed cases</p> <p>Increase availability of PPE</p> <p>Increase order quantities of skin friendly hand soap</p> <p>Cleaning routine to be extended to door handles and access keypads</p> <p>Wash hands after cleaning task</p>	<p>EHSO</p> <p>EHSO</p> <p>Cleaners/All</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>Cleaners</p>	<p>Ongoing</p>	
<p>Potential Exposure to Covid – 19 (Corona virus):</p> <p>Cleaning after symptomatic individual has passed through</p>	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> Objects which are visibly contaminated with body fluids. 	<p>Fog area if suspected symptomatic person has come in contact</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.ee donning a mask.</p>	<p>PS</p>	<p>Ongoing</p> <p>Ongoing</p>	

<p>and spent minimal time.</p>	<ul style="list-style-type: none"> All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells. <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; <p>or</p> <ul style="list-style-type: none"> A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; <p>or</p> <ul style="list-style-type: none"> If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</p>	<p>Increase order quantities. EHSO to work with PS to source items difficult to find and make orders on behalf of the trust as required.</p> <p>Inventory in place to track the usage and ensure replacements are repurchased in good time.</p> <p>Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth</p> <p>Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals</p>	<p>EHSO/PS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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<p>Waste Normal removal of waste (including disposable cloths and tissues):</p>	<p>Waste should be put in a plastic rubbish bag and tied when full.</p> <ul style="list-style-type: none"> • Personal protective equipment (PPE) <ul style="list-style-type: none"> • Disposable gloves • Apron • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces. • do not touch your eyes, nose or mouth if your hands are not clean. 	<p>Increase availability of PPE</p> <p>Increase order quantities of skin friendly hand soap</p>	<p>PS</p> <p>PS</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Waste Waste from possible cases and cleaning of areas where possible cases have been.</p>	<p>Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste.</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p>	<p>Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team.</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection</p>		<p>Ongoing</p> <p>Ongoing</p>	

Review period: After any UK Governmental Department announcement.

