

Risk Assessment and Risk Management Record

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| School/Youth Group | Gwladys Street Primary and Nursery School | Learning Activity | School Building, Environment and Classrooms |
| Group Leader | All Staff | Other Staff | |
| Group Size | Class/ Year group bubbles. EYFS BUBBLE Y1 BUBBLE Y2 BUBBLE Y3/4 BUBBLE Y5/6 BUBBLE | Supervision Ratio | The EYFS will have been advised that legal ratios are active and the setting will continue to implement these (F2 During Sessions: 1:30 for CT, 1:13 for TA3 when CT is present, 1:8 for TA3 when CT is not present and 1:8 for TA2 with the TA2 not being left alone to work with any child) (F2 during playtimes and lunchtime: 1:30 for CT, 1:30 for TA3 and 1:25 for TA2) |

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 13th October 2020

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe?utm_source=14%20October%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter?utm_source=10%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=10%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

New amendments have been highlighted in yellow

Liverpool City Area has been placed into Tier 3 of the Governments strategy for COVID-19. This sets of strict guidelines and new amendments to the Law which staff, parents, carers and our community must adhere to.

| IDENTIFYING AND ASSESSING THE RISKS | RISK LEVEL | CONTROLS FOR MANAGING THE RISKS | REMAINING RISK |
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| Tier 3 restrictions to Liverpool | High | <p>If you have, or are showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell - anosmia), or have someone in your household who is, you should not be in a childcare setting, school or college. You should be at home, in line with the guidance for households with possible coronavirus infection.</p> <p>Children in residential schools and care homes who develop symptoms should be cared for in line with the guidance on isolation for residential educational settings.</p> <p>If you have symptoms you should arrange to have a test to check if you have coronavirus</p> <p>Going to school</p> <p>The government has prioritised ensuring all children can attend school safely, to support their wellbeing and education and help working parents and guardians.</p> <p>All staff are reminded to stay 2m apart at all times from other staff and adults</p> <p>Staff reminded to regularly wash and sanitise hands</p> <p>All staff to continue having lunch in designated areas</p> <p>All staff to continue to remain within their own bubbles</p> | <p>Parents and Carers are to email covid@gwladysstreet.com to make school aware and also share test results in this way</p> |

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| <p>Pupils and adults contracting Covid-19 Parents and Carers COVID-19 effect people in very different ways based on their age, gender, ethnic origin and underlining medical conditions.</p> <p>Children: Fatality risks are significantly lower with data suggesting that children suffer mildly from COVID-19 and recover quickly.</p> | <p>Medium</p> | <ul style="list-style-type: none"> • From Monday 14th September all adults (Parents/ Carers) MUST wear face masks. • At the gate staff are to ensure that parents only come onto the yard wearing a face mask - if exempt or refuse to wear one - another slt member will walk the child from the gate to the class. Staff to take bottle of sanitisers out with them and ensure that they frequently wash hands if having to walk with fS children. • School Staff will wear masks when admitting pupils into the building and seeing them out at the end of the day. • Parents/ carers to access school through designated gates - EYFS and KS1 through main garden gates, Year 3 and 4 through gates at the top of Gwladys Street and Year 5 and 6 through Muriel Street. Parents with siblings in multiple year groups to use nearest. Staff are to remind parents of correct gates and re direct. Staff will not tolerate verbal abuse and warning letters will be distributed to parents when needed. • Parents and Carers will be notified via Parent App and school website of procedures to follow when school reopens. • School has produced a leaflet which will be sent to parents and carers explaining the procedures and risk assessments taken place in school. • Parents and Pupils to have any alterations to behaviour policy, rules and routines communicated before reopening. | <p>As per government guidance all children and staff should isolate themselves at home for 14 days if presenting with symptoms related to COVID-19.</p> <p>As per government guidance all children and staff presenting with COVID-19 symptoms should seek to be tested by the NHS under current priority schemes before they are authorised to return to the setting within the 14 days home isolation period.</p> |
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| | | <ul style="list-style-type: none"> • Staggered starts will be implemented to support Social Distancing and ensure that gatherings are prevented whilst on school grounds. • Parents will be given allocated places to collect their pupils from and drop off in the mornings. • Parents will be advised that if any of their family are presenting with symptoms or are unwell to follow Government guidelines. • Allocated staff will welcome pupils into school – Book bags and coats will be allowed. These will be stored on the back of chairs in classrooms. • Pupils will be asked to come to school wearing a tracksuit and PE clothing on the day of their classes PE to prevent pupils having to change. Parents will be sent their pupils day for PE via parent app. • No Water bottles – School will provided these. As per usual arrangements, pupils will take home each evening to get washed and will return each day. • 1 adult per family to drop off and collect pupils. • Parents will be challenged if congregating. • NO secondary pupils to come onto the school grounds unless over 13 and collecting a sibling. A Parent App message will be sent out to families. • There will be minimum contact with families during drop off and collection points. • Parents and Carers advised to telephone or email the office for support and not to queue each morning. The office will be closed to the public. • Parents are advised to put money in envelopes and leave for a couple of days before dropping off with their children and leaving in designated areas. No change will be given at this point. | |
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| <p>Staffing of entrance and exit gates for parents</p> | <p>High</p> | <ul style="list-style-type: none"> • 2 members of staff to be posted at each gate (Main gate, Muriel Street and Gwladys St) • All staff to wear face masks whilst in the gates and Teaching staff/ TAs to wear masks when dismissing pupils. • Staff to remind parents/ carers to wear masks as they enter the school grounds • Staff to challenge anyone not wearing a mask and ask to see medical documents/ badge if they state they are exempt. • No public to enter the school without exemption documents • Members of staff to collect pupils and bring to parents/ carers at the gate if they do not have a mask • Staff are not to tolerate any abuse from parents/ carers. Do not engage in discussions if they become abusive • Gates to be opened and closed at allocated times to support the flow around the school grounds and parents will be asked to use the appropriate gates • EYFS and KS1 – Main entrance • Y3 and 4 – Gwladys Street gate • Y5 and 6 – Muriel Street • If parents have siblings from other year groups they are to use the gate which allows them access to the 1st drop of class. • Staff will challenge and redirect parents and carers if they are using the incorrect gate – we expect parents and carers to follow instructions to keep everyone safe. | <p>A member of SLT will be on each gate to support staff with abusive adults.</p> <p>Telephones carried to require support from other members of SLT</p> <p>Banning letters will be issued to any adult not following Government Guidance or are abusive to members of staff. This will mean that they are not allowed to come onto school grounds until further notice.</p> |
| <p>Behaviour</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Behaviour policy adapted due to pupils being absent from school for a long period. Parents to be notified of changes before school reopens. • For Staff working 1 to 1 full PPE can be worn if they wish | |

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| Transport for parents and pupils | Medium | <ul style="list-style-type: none"> • Parents will be encouraged where possible to walk or cycle to school and avoid busy times on public transport. • Mini bus – No muni bus until further notice – this will be reviewed fortnightly. | |
| Staff travelling by public transport | Medium | <ul style="list-style-type: none"> • As per Government guidance, staff should be encouraged to walk or cycle to school where possible. • Staff to be identified and discussion with SLT around how this can be minimised. • An area to be identified so staff cycling or getting public transport can store clothes in school after getting changed. Two large laundry baskets which contain plastic bags (one will be placed in KS2 Accessible Toilet and one placed in KS1 Toilet). | |
| Staff falling into Government categories | High | <ul style="list-style-type: none"> • School to follow Government guidance and Local Authority HR advice. • Members of staff to be identified and individual risk assessments carried out. | |
| Summer holidays - Taking a holiday abroad October holidays | High | <ul style="list-style-type: none"> • Staff are asked to self isolate for 14 days after you have arrived back in the UK • All staff were emailed on 25th June 2020 by the Head teacher • If you booked a holiday prior to the COVID-19 lockdown (which came into effect back on 23rd March 2020) and your holiday falls within the final two weeks of the summer holiday, if you have tried to get a refund and you are unable to receive this, your self isolation will be supported on full pay. • Any holidays booked after this date will not be supported and we will be unable to authorise payment for self isolation. | |
| Staff | High | <ul style="list-style-type: none"> • Staff posing greater risk of contracting Covid-19 are identified and have individual risk assessments | |

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| | | <ul style="list-style-type: none"> • Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria: • Vulnerable member of staff and/or pupil who has received a Government shielded letter. These have now come to an end. • Staff who have an extremely vulnerable household member. • Staff who live with a vulnerable person • Manager to regularly update and inform staff re government guidance regarding covid-9 controls required: • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ | |
| Pupils | High | <ul style="list-style-type: none"> • Pupils posing greater risk of contracting Covid-19 are identified and have individual risk assessments | |
| Site | Medium | <ul style="list-style-type: none"> • Key Stage Halls have footsteps marking a 1 way system for staff and pupils to follow as they enter the halls. | |

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| | | <ul style="list-style-type: none"> • All communal rooms have signs telling you how many staff can enter from the SAME bubble at one time. Rooms will be cleaned after use. • School biometrics and touchscreen entry control systems are disabled during the Covid-19 pandemic - Staff are to use fob to sign in and gain access from the carpark to the yard. Screens to be covered to prevent use by School Staff – School visitors see School Office and contractors section. School touch screen entry systems to be reinstated – staff to be provided with keys which allowed them to open doors and type without touching the screen. • All staff MUST sign in and out each day using their fob. If this system fails, staff are to phone from their bubble and inform office staff of start and end times each day. • All used PPE is to be double bagged before disposal. • All bins to have swivel lids. • Tissues available in all classrooms. • Signage to be placed around the school to support good hygiene • Air conditioners NOT to be used • Windows to be opened in all classrooms being used to provide good ventilation. • Playground/ play areas to be assigned and shown to staff (See Bubble logistics) • Markings are laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 1m+ social distancing • Staff will open school doors early to ensure parents are not gathering and to prevent queuing. • Toilets – EYFS to use own toilets | |
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| | | <ul style="list-style-type: none"> • KS1 – Year 1 and 2 to use toilets at separate times – Year 1 and 2 pupils to be taught not to enter if a child is in form a different year group. • Year 3 and 4 to use own toilet areas. • Year 5 and 6 – toilets to be cleaned regularly. • All toilet areas are cleaned regularly and cleaning staff complete paperwork outside of toilet areas to state when cleaned and by whom. | |
| Breakfast Club | High | <ul style="list-style-type: none"> • Will not open but this will be reviewed fortnightly. • Questionnaire sent to parents/ carers to identify the need for this provision | |
| Classroom Management | Low | <ul style="list-style-type: none"> • Behaviour Policy to be amended to suit any new rules in accordance with Government guidelines. This will be shared with parents before opening in September. • Posters to be put up around the school reminding pupils and staff of rules to follow. • Teachers to continually remind pupils of expected behaviour throughout the day. • Follow behaviour policy when rules are broken. • Ensure ALL staff are aware of changes to rules and behaviour expectations. • All classrooms will be set up prior to pupils returning. • Tables will be spaced out in the classrooms and 2 pupils will be assigned to each table, sitting side by side, facing forward towards the front of the classroom (thinking about effective talking partner groupings to support learning as well as pupil behaviour). They will stay with this person until guidance is updated. • Equipment will be provided for each child at the table for them to use at all times. • 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. Resources that are shared between classes or | |

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| | | <p>bubbles, such as sports, art and science 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 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Books which the pupils will be using are to be kept on the child's table and marked at the table. Staff to wear gloves. | |
| EYFS (Reception outdoor area) | Medium | <ul style="list-style-type: none"> • All outdoor equipment must be regularly cleaned after use. • F1 and F2 bubbles to be kept separate by sectioning off areas. | |
| | Medium | <ul style="list-style-type: none"> • Bubbles will be created for classes/ year groups. These groups are NOT to mix with other groups. This will ensure that if a bubble bursts, less pupils are sent home. • Bubble Y5/6 • Bubble Y3 • Bubble Y4 • Bubble Y2 • Bubble Y1 • Bubble EYFS <p>If at any time a member of staff from a different bubble is asked to step in or cover, they will wear PPE and any close contact will be logged to support Track and Trace.</p> | |
| | Low | <ul style="list-style-type: none"> • Tables to be spaced out in the classroom to maintain the 1 metre + social distancing rule (Year 1 and Year 6) • 2 pupils will be allocated a table until guidance changes. • Each child to be provided with resources needed for the day. | |

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| | | <ul style="list-style-type: none"> • This equipment is not to be mixed with other bubbles for a 72 hour period (if plastic) 48 hours for others. • All equipment to be cleaned at the end of the day – wiped down with appropriate cleaning solution provided by the school. • EYFS staff to use steam cleaners provided to clean resources at the end of each day as well as cleaning staff cleaning the areas. | |
| Other items | Medium | <ul style="list-style-type: none"> • Water bottles will be provided by the school for each child. These must be sent home each evening to be cleaned. • No other water bottles are allowed and MUST be sent home. • Pupils can bring in coats, book bags, packed lunches and PE kits. These MUST be kept on their peg- the back of their chair. | |
| On day of reopening and each day after | Medium | <ul style="list-style-type: none"> • Classroom windows to be opened to ensure good ventilation. • Classroom doors to be propped open (unless fire door) to avoid constant need to clean door handles. • Cleaning Staff will regularly wipe door handles and surfaces around the school. • At the end of the day, each classroom and any communal spaces will be cleaned by Cleaning Staff. This will include light switches and chairs. • Cleaning Staff hours to be increased. | |
| | Medium | <ul style="list-style-type: none"> • Classroom surfaces to be wiped down frequently using cleaning products provided. | All products to be placed out of reach of pupils throughout the day and when not being used. |
| | Medium | <ul style="list-style-type: none"> • Pupils and Staff to wash hands on regular basis. • Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly. | Hand sanitisers in classrooms to be placed out of reach of pupils. |

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| | | <ul style="list-style-type: none"> • As they enter school in the morning, before break, after break, before lunch, after lunch, before leaving to go home and throughout the day after toilet use etc. • Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands. • Hand sanitiser will be provided for each class. | |
| | Medium | <ul style="list-style-type: none"> • Staff to spend time each morning watching and practicing handwashing techniques • https://www.youtube.com/watch?v=Hz6fyfxD4xE • Pupils will be taught how to sneeze following guidance. • Pupils wearing masks - Children should follow the same principles as adults for wearing masks. This includes cleaning hands at least 20 seconds if using an alcohol-based hand rub, or at least 40 seconds if using soap and water, before putting on the mask. Make sure the mask is the right size to cover the nose, mouth and chin. Children should be taught how to wear the mask properly, including not touching the front of the mask and not pulling it under the chin or into their mouth. They should store the mask in a bag or container, and not share the mask with others. • More information, including videos on how to put on, take off and care for a mask, can be found here: https://www.who.int/emergencies/diseases/novel- | |

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| | | coronavirus-2019/advice-for-public/when-and-how-to-use-masks | |
| | Medium | <ul style="list-style-type: none"> • Staff to ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach by discussing each day and throughout the day. • Tissues to be available in all classrooms. • Staff to be provided with bags so that tissues can be placed in these and double bagged. • Children will be encouraged not to touch their mouth, eyes and nose. • Bins to be emptied regularly throughout the day by Cleaning Staff • If this is a swing bin, the lid will need to be cleaned and wiped down. | |
| | Medium | <ul style="list-style-type: none"> • Telephones within settings or in communal areas to be cleaned on a regular basis with sanitiser by staff and cleaners. | As per normal procedures - personal phone devices must not be used All products to be placed out of reach of pupils throughout the day and when not being used. |
| SEND | | <ul style="list-style-type: none"> • Pupils to be supported in understanding social distancing through Social Stories etc. • SENDCo to support individual pupils needs by supporting the teachers. • For Staff working 1 to 1 full PPE can be worn if staff wish | |
| Bubbles | Medium | <ul style="list-style-type: none"> • Staff are reminded to stay in their bubbles | |

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| Outdoors | High | <ul style="list-style-type: none"> • 2 members of staff to be outside with pupils to supervise. • Staff to carry 1st aid kits. • PPE to be carried to be worn when dealing with blood. • Pupils to be reminded to socially distance from each other. • Bubbles to be provided with play equipment which will not be shared with other bubbles. • Any equipment which is shared will be thoroughly cleaned down with sanitising solution before being passed to the next class. • Football not be played – close contact sport | |
| Children soiling | Medium | <ul style="list-style-type: none"> • Full PPE to be worn, masks as well as gloves and aprons. • Staff to follow usual procedures with two members of staff supporting. • Gloves and aprons to be worn. • Pupils clothes to be placed in a bag and sent home with the child. • EYFS staff to log changing of pupils are per EYFS risk assessment | All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream. |
| Snacks and drinks in classrooms | Medium | <ul style="list-style-type: none"> • Water fountains will NOT be used and will be covered and signage added. • As above, pupils to be sent to wash hands following guidelines. • If fruit is provided, it will be washed by designated staff before being left outside the classroom for the adult within the classroom to collect. | All products to be placed out of reach of pupils throughout the day and when not being used. |

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| | | <ul style="list-style-type: none"> • Fruit will be handed to the pupil's whilst at their table. Adult to wear gloves. • EYFS – Designated 'snack' areas to be set up and pupils invited in small groups. • Area to be cleaned before and after use by each sitting using appropriate sanitiser. | |
| <p>Child/ Adult falling ill within the setting</p> | <p>High</p> | <ul style="list-style-type: none"> • A member of the SLT should be informed immediately via telephone. Staff NOT to leave their areas. • All other children move to another classroom not being used or outside - child moves to isolation room, staff must wear PPE in isolation room if they are closer than 2 meters. If they are 2m + away, they do not have to wear PPE, windows are opened - rooms and toilets that the ill child has been used must be cleaned and then the isolation room when the child has left. • A designated isolation room will be identified within each building and staff will be made aware in briefing. Library KS1 and PPA room in KS2. Parents won't be allowed into these zones. If they are collecting a child, the child will be brought to them via the shortest exit. • PPE will be provided to staff if a child becomes unwell and or symptomatic of COVID-19 whilst they are awaiting collection to return home. (this includes gloves, aprons, a face mask, and where there is risk of being exposed to coughing, spitting or vomiting a face covering). Face Masks Do NOT need to be worn unless a pupil has vomited. • Isolation area to be thoroughly cleaned after use. • All used PPE is to be double bagged before disposal. • SLT member to complete Googledrive logs. | <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> |

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| | | <ul style="list-style-type: none"> • All accidents reported to LCC via the LCC online accidents and incidents form and may be reportable under RIDDOR • Parents/carers strongly advised to ring 119 and obtain a test if any symptoms are displayed | |
| Prevent – Government Guidance | | <p>Prevention</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>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.</p> | |

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

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 and needs of the child, 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 must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must 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). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#).

If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the [guidance on isolation for residential educational settings](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with

coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Where recommended, use of face coverings in schools

The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In particular, schools that teach years 7 and above may decide to recommend the wearing of face coverings for pupils, staff or visitors in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

In primary schools 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 in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, 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.

Where local restrictions apply

In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.

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| <p>Response to any infection – Government Guidance</p> | | <p>Response to any infection</p> <p>8. Engage with the NHS Test and Trace process</p> <p>Schools must ensure they understand the NHS Test and Trace process. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has</p> | |
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developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.

9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.

The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.

The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, 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:

- 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 advice service (or PHE local health protection team if escalated) 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 6 of the 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.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and 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 coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 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 [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.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

The PHE local health protection 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.

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| | | <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>10. Contain any outbreak by following local health protection team advice</p> <p>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.</p> <p>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.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> | |
| <p>Medicines</p> | <p>High</p> | <ul style="list-style-type: none"> • Staff to follow normal procedures with medication ensuring that it has been prescribed by a doctor and follow instruction. | <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at</p> |

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| | | <ul style="list-style-type: none"> • Staff must wear PPE when administering medication. • Diabetes – Staff will be provided with up to date training from a trained diabetes nurse linked to the pupil. • Staff to wear full PPE when administering medication. | least 72hrs before disposing via the normal waste stream. |
| Toileting | Medium | <ul style="list-style-type: none"> • One member of cleaning staff will be assigned to these areas all day. • Teachers will only send one per class per time and that they will be monitored. • Pupils will be reminded to wash hands following Government guidelines. • Toilet areas to be continually cleaned throughout the day by Cleaning Staff. | |
| Break times | Low | <ul style="list-style-type: none"> • As above, pupils to be sent to wash hands following guidelines. • Classes/ groups of pupils will be timetabled to access allocated areas of the school playground. • Children will be escorted to and from the classroom to the play area. • Play equipment will be selected and placed in the play areas. • Play equipment will be wiped clean after use using appropriate sanitiser by named adults wearing PPE. • Any equipment which is shared will be thoroughly cleaned down with sanitising solution before being passed to the next class. • Pupils needing 1st aid during break time will be sent to designated 1st aiders who will provided 1st aid treatment. | |
| Lunchtimes | Medium | <ul style="list-style-type: none"> • Serving lunch on a different site so that half of the number of children will be gathered for lunch and will | Staff to use staffroom but must maintain social distancing rules. |

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| | | <p>now only mix with key stage. KS2 pupils, KS2 Hall, KS1 and F2 – Breakfast room.</p> <ul style="list-style-type: none"> ● Dining room tables and chairs will be wiped down between sittings. ● Staff to wear gloves and aprons. ● As above, pupils to be sent to wash hands following guidelines. ● Lunch staff will take food to the pupils from the counter or surviving place. ● No child is to line up at the counter to protect Kitchen staff. ● Children with packed lunches from home, will keep them in the classroom next to them their desk and will eat their lunch with their ‘bubble’ of pupils. ● Before the next group of pupils access the lunch hall, tables and chairs to be wiped down. ● Pupils will access outdoor play areas (as per allocations) on a timetabled rota. When pupils are not outside, they will access their own allocated classroom where activities including DVDs will be provided for pupils to do at their allocated tables/ spaces. ● Adults wearing gloves will hand cutlery to pupils or place them on trays (KS1/EYFS) ● Hand sanitiser will be provided to each member of staff to carry on their person. ● Staff will access the staffroom and other allocated lunch time areas on a rota basis linked to the pupil staggered lunches to ensure ‘bubbles’ don’t mix. Staff must clean their area and ensure items are put in the dishwasher. Cleaning staff will clean these areas before and after use. ● Any play equipment which is shared will be thoroughly cleaned down with sanitising solution before being passed to the next class. | <p>Chairs numbers to be reduced to support social distancing and allow for easy cleaning.</p> <p>Staff to ensure that after they have finished, food items are disposed of, table sanitised and items placed in dishwasher.</p> <p>No items are to be left on surfaces or on draining board.</p> <p>Refrigerator and microwave to be kept clean and tidy.</p> |
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| Photocopying | Medium | <ul style="list-style-type: none"> • Sign to be placed outside photocopying room to state only 2 people in at one time. • Staff to minimise the use to once or twice a week – planning ahead for what they will need. • Photocopier to be cleaned before and after by the member of staff using the products supplied. • Admin staff employed to photocopy learning packs and additional materials for staff to support work load and reduce the number of staff entering the photocopying room. • Work/ learning packs will be left to isolate before staff have access to them. | |
| Cleaning | Low | <ul style="list-style-type: none"> • Additional cleaning hours have been purchased by the school ensuring that there will be at least 2 members of cleaning staff on site throughout the day. • They will clean down classroom desks, chairs, door handles, surfaces and any other areas being used. • In addition every toilet checked and sanitised on an hourly basis. Cleaning logs will be located outside toilets and will be signed and checked throughout the day. | All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream. |
| Remote Learning for classes, groups or small numbers of pupils needing to self-isolate | | <ul style="list-style-type: none"> • Parents and pupils will be reminded about online safety and directed to the school website for support on adding Parental Controls to devices. • Online and printed resources will be made available for pupils when needed. | |
| Computing | Medium | <ul style="list-style-type: none"> • Ipads and laptops to be sanitised after use by a member of staff wearing gloves. Cleaning products to be provided. | |
| Meetings | Medium | <ul style="list-style-type: none"> • All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of | |

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| | | <p>remote communication to host meetings where facilities are readily available.</p> <ul style="list-style-type: none"> • Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff. • Meeting room capacity is reduced to comply fully with prevailing social distancing measures. • Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings. • Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting. • Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required. • Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. | |
| Main office and SLT offices | Medium | <ul style="list-style-type: none"> • Office windows will be opened where practical, to encourage as much natural ventilation as possible • Hand sanitiser to be placed in the main entrance. • Visitor to use key system. • Covid procedures explained on arrival. • Key information to be gathered on arrival including contact details to support Track and Trace. This information must be kept for 21 days then destroyed as per GDPR. | |

- This is to be cleaned by cleaner on a regular basis – Office staff to notify cleaner when this needs cleaned after use.
- **Only permitted staff to enter any office. NO one else is to enter.**
- If staff need to speak to office staff or SLT, telephones to be used.
- Items for the office to be placed in boxes outside of rooms and members of staff will collect.
- Screen to be placed across window where parents/visitors communicate with office staff.
- Packages and letters should be left or sprayed using the appropriate disinfectant if packages need opened immediately.
- Office closed to Public and only opened at set periods. **These are 8.00am - 9.30am and 3.15pm - 4.00pm.**
- **Viruses can survive on different surfaces for different times depending on temperature, humidity, light and other environmental conditions.**
- **Frequently touched communal surfaces should be cleaned regularly.**
- **Resources that are shared between classes or bubbles, such as sports, art and science 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 hours for plastics) between use by different bubbles.**

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| | | <ul style="list-style-type: none"> • Washing your hands more regularly will also reduce the risk of infection. • The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available. | |
| Peripatetic Teachers | Medium | <ul style="list-style-type: none"> • Wash hands on entry to the school building. • Use 'Key System' to sign in on the entry screen system. • Adhere to Social Distancing in classrooms i.e. remain at the front of the class when teaching and use the seating system already in operation (i.e. pupils sitting in rows, side by side, facing the front). • Avoid teaching methods that involve singing and shouting (as per Government Guidance) and pupils moving around the classroom. • Adhere to the revised Marking Policy in place (i.e. mainly focus on giving verbal, instant feedback to pupils regarding their progress, during the lesson. In addition, provide opportunities for pupils to mark their own work). • Do not allow pupils to share resources and use cleaning equipment provided to clean any resources used in the lesson before moving to another class/lesson. • Clean laptop keyboard/whiteboard in each classroom before and after use with the wipes provided. • Use the designated toilets and lunchtime areas (as directed by the Senior Leadership Team). | |

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| | | <ul style="list-style-type: none"> Any PE equipment to be cleaned before and after use with each individual group. Any equipment that will be shared with another bubble to be quarantined for 48 hours except for plastic, which must be left for 72 hours. | |
| Contractors | Low | <ul style="list-style-type: none"> Appointments to be made through Mr Price (site Manager) or Mrs Melia or Mr Colman (School Business Manager) Government guidance to be followed at all times. Hand sanitiser to be placed in main entrance. Visitor to use key system. Visitors to wear sticky labels to identify themselves - red or green sticker added (green can work with pupils without supervision, red - must be supervised when working with pupils) This is to be cleaned by cleaner on a regular basis – Office staff to notify cleaner when this needs cleaned after use. | |
| Team Teach | High | <ul style="list-style-type: none"> Follow Positive Handling Plans if in place. In the first instance, the classroom to be evacuated to a designated area. Team Teach - staff will follow Team Teach which again advises to try a number of strategies and restraint should be final/last resort. Also we have a Calm Central zone outside Ms Booth's office and a new one to be created in Y3 (each will be cleaned after use). | SENDCO to support staff in preparing activities to support any pupils during this time which will allow them to function successfully in school. |
| Educational Visits | Medium | <ul style="list-style-type: none"> NO Educational visits will be planned until further notice. | |
| Home visits/ Welfare visits | High | <ul style="list-style-type: none"> It is essential that home visits occur to ensure the safeguarding of our pupils Staff will wash/ sanitise hands before and after a visit Adults (School Staff) to always conduct visits in pairs. Staff will wear face masks when out on visits. | |

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| | | <ul style="list-style-type: none"> • They will keep socially distanced (2m) apart at all times. • Staff will knock on the door and stand back at a safe level to speak to parents. • Any home learning and/or food will be placed on the door step before knocking. • Staff will not enter a home. • Staff will follow Safeguarding policy and procedures to report concerns. | |
| <p>EYFS (Nursery Admissions)</p> | <p>Low</p> | <p>New admissions</p> <p>For new admissions, settings should consider providing virtual tours for prospective parents and carers.</p> <p>If parents and carers are keen to visit in person, settings should consider:</p> <ul style="list-style-type: none"> • ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting (see section 3 on face coverings) • there is regular handwashing, especially before and after the visit • holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed <p>Prior to a visit, settings should ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> • of the <u>system of controls</u> • how this impacts them and their responsibilities during their visit | |

- how to maintain social distancing from staff, other visitors, and children other than those in their care

Parents settling children

Guidance from PHE outlines how parents and carers are able to enter a setting to help their children adapt to their new environment. Settings should ensure that parents and carers:

- wear face coverings, if required, in line with arrangements for staff and other visitors to the setting (see section 3 on face coverings)
- stay for a limited amount of time (ideally not more than an hour)
- avoid close contact with other children
- are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child

Section 3 of this guidance includes details on the system of controls. It is important to explain these expectations, verbally or in writing, to parents and carers before or on arrival at a setting.

Other visits by parents and carers

Parents and carers should not be allowed into the setting unless there is a specific need.

Children should be dropped off and collected at the door, if possible.

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| | | <p>Stay and play sessions, such as where the purpose is for parent and carers to meet each other, should not take place at the setting.</p> <p>Guidance on parents and carers coming into the setting for organised performances can be found in the music, dance and drama section of this guidance.</p> <p>External professionals</p> <p>In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually.</p> <p>If they need to attend in person, they should:</p> <ul style="list-style-type: none"> • follow guidance relevant to the setting • keep the number of attendances to a minimum • wash hands frequently • where possible to do so, maintain social distancing • be informed about the <u>system of controls</u> in settings <p>See further details on the <u>system of controls</u> (section 3 of this guidance).</p> | |
| <p>Fire and evacuation of the building</p> | <p>Medium</p> | <ul style="list-style-type: none"> • Pupils and staff to exit the building as per usual procedures and to line up in designated areas keeping pupils adequately spaced out. • A new evacuation plan has been devised to support the hubs and each hub has a copy showing them where to line up in the event of a fire. • Drill to be practiced on a regular basis as decided by SLT | |

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| | | <ul style="list-style-type: none"> • Other procedures including Fire Marshal tasks to continue as per usual evacuation procedures. | |
| Marking of books | Medium | <ul style="list-style-type: none"> • Books can be marked following school Marking and Feedback Policy. • Staff must sanitise hands before and after. • Books must remain in the class/ year group bubble. • Books/ work is not to be taken home. | |

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| Form Completion Date: | 16.10.20 | Points the Group Leader or team to be aware of |
| Head of Establishment / EVC: | Miss Booth | |
| Group Leader (Signature) | Mr Paul Wolstencroft-Moore | |