

Foley Infant Academy – Risk Assessments for a full school return – September 2020

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Inform Parents of the entrance and exit points in advance to the new term starting via website or other communication systems. One-way system maintained when parents bring pupils to school – route plan attached Parents accompany their children to the designated door Staggered starts to ensure integrity of “bubbles” – timetable attached 2 metre rule to be enforced while they are waiting for staff to receive their children The school office remains closed to parents for general enquiries and parents wishing to talk to staff must make an appointment (by phone or email) 	L		
School Uniform	Pupils	Infection Control	<ul style="list-style-type: none"> Pupils will attend school in school uniform as these are easily cleaned (washing machine) On PE days, children can wear their PE t-shirt instead of their usual polo shirt and will wear suitable jogging bottoms and footwear Uniforms and PE Kits do not require cleaning any more than usual. 	L		
Dedicated School Transport	Pupils Driver	Risk of Infection	<ul style="list-style-type: none"> Dedicated school transport (not used by members of the public) responsibility of Staffordshire CC 	L where within school control		

			<ul style="list-style-type: none"> • Where possible allow for additional transport or staggered pickups. • Socially distanced (within bubbles) organised queuing and boarding to be implemented • Hand Sanitiser to be available for use on departing school 			
Wider Public Transport	Pupils Driver Public	Risk of Infection	<ul style="list-style-type: none"> • Where possible encourage children to walk to school or use alternative transport i.e. cycle, walking bus. • Staggered arrival and departure times in place (timetable attached) • Pupils encouraged to wash or sanitise their hands as soon as arrive at school 	L		
Face Masks	Pupils Staff	Risk of Spread of Infection	<ul style="list-style-type: none"> • Removal of face masks at the school gate for Pupils and Staff. • Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears) <ul style="list-style-type: none"> ○ If disposable masks these must be disposed of in a closed bin. ○ If material is reusable, masks should be placed inside a disposable bag and taken home to re-wash before reusing. 	L		
All year groups returning to school	Pupils Staff Parents Others	Risk of Spread of Infection due to large groups of pupils	<ul style="list-style-type: none"> • Staggered start and finish times for each year group to reduce the amount of pupil numbers arriving at the same time (timetable attached) 	L		
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff receiving children to remember the 2-metre rule (or 1 metre + if not viable) – staff receiving children in the classroom 	L		

			<ul style="list-style-type: none"> Staff will direct children to either use the hand sanitiser in their classroom or they will be directed to the wash rooms immediately to wash their hands All pupils must either wash their hands or use hand sanitiser on arrival to school 			
Children bringing equipment into school	Staff Pupils Others	Risk of spread of infection	<ul style="list-style-type: none"> Pupils and Parents informed to keep items brought into school as a minimum Only lunch boxes, water bottles, coats and small bags permitted 	L		
Classroom set up	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> The classrooms in Y2 must be set up where possible with all desks forward facing and side to side seating. Tables will not be set up facing forward in EYFS or Y1 as teaching methods in these year groups do not support forward facing desks. The teacher's desk must be kept 2 metres away from the children's tables/desks, where possible. Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. 	L		
Year Groups	Staff Pupils	Infection Control	<ul style="list-style-type: none"> Children are to be kept in their year bubbles and not to mix with other bubbles. 	L		
Classroom Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times (where possible) when teaching. Where children may require extra assistance a 2 metre rule must try to be enforced – if this is not viable, a metre minimum rule must be enforced and no face to face contact with a child to take place for more than 15 minutes. Most staff (other than PPA cover) will only teach in their allocated bubbles. 	L		

			<ul style="list-style-type: none"> • Pupils will be informed not to touch staff or their peers where possible. • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone: at no point should this exceed 15 minutes • Close contact forms to be completed where face to face contact for 15 minutes or more has occurred • Removal of an unnecessary furniture and soft furnishings from classroom areas 			
Use of school resources in individual bubbles	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Where possible keep the use of resources to each allocated bubble. • Pupils will be allocated their own high use items such as pencils, whiteboard pens, sharing or medium use equipment such as crayons, rulers, rubbers etc will be kept to a minimum. • All classroom based resources that are shared will be cleaned regularly along with all frequently touched surfaces. 	L		
Use of school resources shared between bubbles or classes	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • Resources shared between bubbles will be cleaned frequently and meticulously using detergent or Milton fluid. • Where feasible, shared resources will also be 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. 	L		
Taking items/resources home	Staff Pupils	Infection Control	<ul style="list-style-type: none"> • All homework, other than reading, will be set electronically: no resources to be taken home • Once issued, reading books will be changed on Tuesdays and Fridays. All returned books to be placed in an isolation box for 72 hours before being replaced in library. 	L		

Assemblies Collective Worship	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Assemblies will take place in individual bubbles only or remotely 	L		
Educational Visits	Staff Pupils	Infection Control	<ul style="list-style-type: none"> No trips will take place for at least the first half of the Autumn Term. This risk assessment will be reviewed in light of any changes to this. 	L		
SEND Pupils	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Pupils who have complex needs or who need close contact care, will continue as normal. A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category and full PPE will always be available 	L		
Attendance in schools	Pupils	Education suffering	<ul style="list-style-type: none"> It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; School will record attendance and follow up absence in line with the Attendance Policy, without exception in line with government guidance The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 	L		
Use of Supply teachers and other staff	Staff Pupils	Risk of Infection	<ul style="list-style-type: none"> Inform supply staff (if any) of the arrangements in place Where possible keep them in the same bubbles 	L		
Before and After school clubs	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Kinver Wraparound will resume breakfast club and after-school provision 	L		

			<ul style="list-style-type: none"> Pupils will be kept in their year group bubble at the provision with a consistent member of staff where possible and always enforcing the 2m/1m rules Following each session the spaces will be cleaned by Kinver Wraparound staff 			
Music Lessons	Pupils Staff	Singing Playing an instrument	<ul style="list-style-type: none"> Look at reducing risk of using particular instruments and allowing large groups – percussion instruments or no instruments in music lessons until further notice If possible lessons to take place outside No more than 15 pupils back to back or side to side No sharing of woodwind instruments Good Ventilation required Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. 	L		
Physical Activity	Pupils Staff	Infection Control	<ul style="list-style-type: none"> Outdoor PE sessions where possible and contact sports avoided. Distance will be maximised between pupils Equipment used will be scrupulously cleaned after each use or left for 72 hours before being re-used Year 1 to complete different PE units to Year 2 therefore avoiding the use of the same equipment Where PE takes place indoors natural ventilation via opening windows will be used 	L		
Children requiring using the toilet in lesson times	Pupils Staff	Infection Control	<ul style="list-style-type: none"> All children must wash their hands after using the toilet Toilet areas cleaned on a regular and frequent basis Posters in place to remind children of the expectations 	L		
Break times	Pupils	Spread of Infection due	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside. 	L		

		to close contact	<ul style="list-style-type: none"> Staggered break times for individual bubbles in accordance with attached timetable Activities provided which can abide by the social distancing rules. Supervising staff must keep a 2-metre distance from each other at all times 			
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Rota system in place relating to staggered break/lunch times ensures staff room use minimised . Staff must sit at least 2 metres apart from each other Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. Staff will be able to heat food and make a warm drink 	L		
Break Times Classrooms	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are on lunch break, lunchtime supervisors and/or cleaners will clean tables and door handles with a disinfectant or disinfectant spray. Staff will wear their usual PPE for carrying out this task and will wash hands after cleaning. Cloths will be disposable or washable and will be replaced at the end of each cleaning session. 	L		
Lunch breaks	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Rota system in place for children to eat a hot meal / sandwiches Year group bubbles will have their own designated areas of the dining room or school hall to ensure the integrity of bubbles is maintained during lunchtimes Tables and chairs will be cleaned between each year group using the dining hall. Lunchtime staff and kitchen staff will maintain social distancing where possible from children. 	L		
First Aid – minor treatment	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required, this will take place in class using the provided first aid kits. Those treating will ensure they wear gloves and a face 	L		

			<p>covering if there is prolonged face to face contact when dealing with injuries.</p> <ul style="list-style-type: none"> • Where possible (age and maturity of child) child asked to wipe away any blood or apply/hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment on Teams • Always wash hands after contact 			
First Aid – Life threatening	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids <p>ADULTS</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth. • Use of a defib if available. • Always wash hands after contact <p>CHILDREN</p> <ul style="list-style-type: none"> • In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions. • Use of a defib if available. • Always wash hands after contact 	L		
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders and those treating minor injuries must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged. 	L		

			<ul style="list-style-type: none"> Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 			
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> When staff are carrying out any intimate care they must: (as per their usual requirements) Wear gloves Wear an apron Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed A poster to be displayed of instructions which must be followed. Record all intimate care carried out. 	L		
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child – see school social distancing policy. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider short contact only. Wash hands after contact 	L		
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If physical restraint techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings. 	L		
Pupils who are shielding	Pupils	Risk of infection	<ul style="list-style-type: none"> A small number of pupils will still be unable to attend in line with public health advice because they are self- 	L		

			<p>isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> <ul style="list-style-type: none"> • Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding. • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below). • Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. 			
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<p>Staff who are clinically vulnerable or extremely clinically vulnerable.</p>	<p>Staff</p>	<p>Concerns Worry</p>	<ul style="list-style-type: none"> • From 1 August, we expect that most staff will attend school. • It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. • Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. • Advice for those who are clinically-vulnerable, including pregnant women, is available. • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. • School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing: individual risk assessments to be carried out and agreed with the staff member in question 	<p>L</p>		
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			<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 			
Pregnant Staff	Staff	Concerns Worry	<ul style="list-style-type: none"> • As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. • Expectant mothers risk assessments must be carried out and risk control measures put in place. 	L		
Staff who may otherwise be at increased risk from COVID 19	Staff	Concerns Worry COVID 19	<ul style="list-style-type: none"> • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. • People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	L		
Families anxious returning pupils to school	Pupils	Concerns Worry	<ul style="list-style-type: none"> • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Arrange telephone, Zoom. Or face to face meetings with Parents • Provide reassurance 	L		

			<ul style="list-style-type: none"> Make it clear it is compulsory school age children attend school unless a statutory reason applies. 			
Use of Outdoor Play Equipment	Pupils	Risk of Infection	<p>Due to the amount of time the children are now going to be outside, small playgroups equipment will no longer be used until further notice.</p> <p>Large playground equipment will not be in use.</p> <p>Where weather permits we will use the school playing field so that we can maximise the space available to us.</p> <p>Pupils with Additional Needs</p> <ul style="list-style-type: none"> May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment. Children with physical and sensory disabilities may need assistance with moving from one place to the next <p>Keeping Staff Safe</p> <ul style="list-style-type: none"> Ensure staff only supervise their pupil bubbles Staff to have a supply of sanitising equipment and if required PPE 	L		
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> One way system in place with staff member dismissing from the designated door to the parent in the usual way Staggered end of school times to minimise numbers on site at any one time. 	L		
Children leaving at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Pupils to be informed of the requirement to maintain social distancing when leaving school. Staggered time: timetable. 	L		
Parent wishing to talk to staff	Staff	Spread of Infection due	<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged at an 	L		

		to close contact	<p>agreed appointment time: social distancing rules will be observed.</p> <ul style="list-style-type: none"> Parents will be discouraged from congregating around the school site. 			
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE ➤ Department for Health and Social Care The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 	L		

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

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

			<ul style="list-style-type: none"> • The health protection team 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. • The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. 			
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			<ul style="list-style-type: none"> 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and must isolate for at least 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. Further guidance is available on testing and tracing for coronavirus (COVID-19). 			
Contain an outbreak	School Head of School	Not following advice	<ul style="list-style-type: none"> If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local 	L		

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

			<ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administration of Medication Policy. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	L		

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

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

		Infection Control	<ul style="list-style-type: none"> In-house inspections should continue to ensure the school remains as safe as possible. Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. 			
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	L		
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L		

Mental Health and well being	Staff	Anxiety	<ul style="list-style-type: none"> • Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through • Involve workers in completing risk assessments so they can help identify potential problems and identify solutions • Keep workers updated on what is happening so they feel involved and reassured 	L		
Staff taking leave	Staff	Short staffed Isolating	<ul style="list-style-type: none"> • School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. • There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. <ul style="list-style-type: none"> • Staff members who have to quarantine in term time following a trip abroad, may be required to take unpaid leave of absence where working from home cannot be accommodated 	L		
Volunteers in school	Pupils	No DBS checks	<ul style="list-style-type: none"> • Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. • Volunteers will not be mixed across groups and they should in any event, remain 2 metres from pupils and staff where possible. 	L		
Safeguarding	Pupils	Incidents	<ul style="list-style-type: none"> • Always follow the statutory safeguarding guidance • Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help 	L		

			<p>support staff and children regarding any additional or new safeguarding referrals</p> <ul style="list-style-type: none"> • Communication with other agencies and school nurse for pupils not seen in school prior to return. 			
Contingency Plans for Outbreaks	Pupils Staff	School shutting	<ul style="list-style-type: none"> • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. • Schools will also need a contingency plan for this eventuality. • This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils. 	L		