


<b>Risk Assessment:</b>	Peoples' Services Department			
<b>Activity or site:</b>	<p><b>Allanson Street Primary School</b></p> <p><b>Coronavirus COVID-19: Primary Schools during the National Lockdown from 5 January 2021</b>          (Schools open to vulnerable children and young people and the children of critical workers, except school nursery provision who will remain open and continue to allow all children to attend full time or their usual timetable hours)</p> <p><b>The control measures, if followed, will effectively reduce risks in school and create an inherently safer environment.</b></p>			
<b>Date of assessment:</b>	January 2021	<b>Approved by:</b>	Lynsey Dingsdale Angela Lashley (Chair of Governors)	<b>Review date:</b> As changes occur

This risk assessment should be read in conjunction with the latest guidance on school re-opening issued by the Department for Education as follows *(links correct at the time of writing)*:

<ul style="list-style-type: none"> <li>• <a href="#">Restricting Attendance during the National Lockdown: Guidance for all Schools in England</a></li> <li>• <a href="#">What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19)</a></li> <li>• <a href="#">Safe Working in Education, Childcare and Children's Social Care Settings, including the use of Personal Protective Equipment (PPE)</a></li> <li>• <a href="#">COVID-19: Cleaning in Non-Healthcare Setting Outside the Home</a></li> <li>• <a href="#">Face Coverings in Education</a></li> <li>• <a href="#">Children of Critical Workers and Vulnerable Children who can Access Schools or Educational Settings</a></li> <li>• <a href="#">Providing School Meals during the Coronavirus (COVID-19) Outbreak</a></li> <li>• <a href="#">Coronavirus (COVID-19) Safer Travel Guidance for Passengers</a></li> <li>• <a href="#">Use of the NHS COVID-19 App in Education and Childcare Settings</a></li> <li>• <a href="#">Protective Measures for Holiday and After School Clubs, and other Out of School Settings during the Coronavirus (COVID-19) Outbreak</a></li> <li>• <a href="#">Coronavirus (COVID-19) Initial Teacher Training (ITT)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 Induction for Newly Qualified Teachers Guidance</a></li> <li>• <a href="#">Coronavirus (COVID-19): Test Kits for Schools and FE Providers</a></li> <li>• <a href="#">Mass Asymptomatic Testing: Schools and Colleges</a></li> </ul> <p><b>Early Years and Special School Settings to refer to specific guidance for their provisions and amend this model assessment as necessary</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Education and Childcare Settings: National Lockdown from 5 January 2021 - Guidance for all Early Years Settings and Local Authorities in England</a></li> <li>• <a href="#">Actions for Early Years and Childcare Providers during the Coronavirus (COVID-19) Outbreak</a></li> <li>• <a href="#">Guidance for Full Opening: Special Schools and Other Specialist Settings</a></li> <li>• <a href="#">Guidance for Special Schools, Specialist Post-16 Providers and Alternative Provision during the National Lockdown</a></li> <li>• <a href="#">Mass Asymptomatic Testing in Specialist Settings</a></li> </ul>
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List any relevant HSE or industry guidance documents below. These should be used to consider if current control measures are adequate:

<ul style="list-style-type: none"> <li>• <a href="#">Making your Workplace COVID-Secure during the Coronavirus Pandemic (HSE)</a></li> <li>• <a href="#">Talking with your Workers about Preventing Coronavirus (HSE)</a></li> <li>• <a href="#">Infection at Work: Controlling the Risk (HSE)</a></li> <li>• <a href="#">INDG136 Working with substances hazardous to health: A brief guide to COSHH</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">INDG173 Personal protective equipment (PPE) at work: A brief guide</a></li> <li>• <a href="#">HSG53 Respiratory Protective Equipment at Work: A Practical Guide</a></li> <li>• <a href="#">HSG262 Managing Skin Exposure Risks at Work</a></li> </ul>
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<b>What are the hazards?</b>  Don't forget long term health hazards	<b>Who might be harmed and how?</b>  Identify groups of people and how the hazard could cause them harm	<b>Current control measures</b>  List what is already in place to reduce the risk of harm. This may include reference to other procedures, systems of work, training, supervision, inspections, etc	<b>Any additional control measures required</b>	<b>Date Actioned</b>
<b>Planning and Communication</b>				
Inadequate planning and organising	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress as a result of poor planning and not having robust arrangements in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> <li>• Health and safety compliance checks will be undertaken by Headteacher/Site Manager before opening.</li> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>• Timetable refreshed for each year group to consider which lessons or classroom activities will be delivered, which lessons or classroom activities could take place outdoors.</li> <li>• Headteacher to keep up to date with the latest government guidance and adjust working practices as required.</li> <li>• Staff briefed on the control measures within this risk assessment and changes to policies and procedures.</li> <li>• Regular checks carried out by the Headteacher to ensure that all the necessary procedures are being followed.</li> <li>• Governing Body, Parents, Staff and Unions consulted when agreeing the best approaches for the circumstances, with regular opportunities for feedback on the new arrangements.</li> <li>• Close working with the Local Authority.</li> <li>• Headteacher or member of Senior Leadership Team to be present around the school during the early part of wider opening to pick up on any issues or problems and support and reassure staff and children.</li> <li>• Visitors including Specialists, therapists, clinicians, other support staff for pupils with SEND and peripatetic staff will be briefed on visitor protocols, including: potential for virtual meetings, use of Thompson Centre when virtual meetings not appropriate, physical distancing and hygiene procedures for the school site on or before arrival.</li> <li>• Before and after school clubs will be subject to additional consideration using the DFE guidance on <a href="#">Protective measures for out of school settings during the Coronavirus (COVID -19) outbreak.</a></li> <li>• Emergency Plan revised to include restrictions imposed due to local lock downs.</li> <li>• Close working with health professionals, the LA and other services to ensure that the needs of children with medical conditions are fully supported.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Monitoring systems in place to make sure that all building users are following the controls put in place, eg, following hygiene procedures, washing hands, maintaining social distancing, following one-way systems, etc.</li> </ul>		
Inadequate Communication of Plans	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may feel tension and stress, and may not trust and co-operate with management, as a result of poor communication and not knowing what arrangements have been put in place to protect all from contracting and spreading COVID-19)</i></p>	<ul style="list-style-type: none"> <li><a href="#">Staying COVID-19 Secure poster</a> displayed upon entrance to the school/setting to confirm the premises have complied with the government's guidance on managing the risk of COVID-19.</li> <li>Staff briefed on the plans (for example, safety measures, timetable changes and staggered arrival and departure times).</li> <li>Plans clearly communicated to parents and carers, including what protective steps the school/setting has taken to make it a low risk place for their child, with regular updates provided as necessary.</li> <li>Signage displayed at entrance points to the building asking individuals with symptoms not to enter the premises and to remind staff, children and young people to always keep 2m from other people, wherever possible, and reiterating the kind of symptoms to look out for.</li> <li>Parents informed that if their child needs to be accompanied to the school/setting, only one parent should attend.</li> <li>Staff, parents, children and young people informed of their allocated drop off and collection times and the process for doing so. Signage will be used to guide parents and carers to drop off/collection points.</li> <li>Staff, parents, children and young people briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>Parents instructed that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which will be conducted safely); they must maintain social distancing and must wear a face covering whilst on school grounds. Signage is in place to reinforce these messages at the school gate.</li> <li>Children will be taught in age appropriate ways about Coronavirus, how it is spread and how they can play their part in keeping everyone safe. For young children this will be done through age appropriate methods such as games and stories.</li> <li>Parents, children and young people provided with details of free education resources such as e-Bug and PHE schools resources.</li> </ul>	Expectations of social distancing will be re-established and communicated to all staff and relevant pupils before full school re-opening when national lockdown restrictions are released. For pupils this includes expectations within and outside their bubble. For Teachers this includes expectations on social distancing at all times, and when moving between bubbles.	

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		<ul style="list-style-type: none"> <li>Parents, children and young people made aware of recommendations on transport to and from the school/setting (including avoiding peak times), following the Coronavirus (COVID-19): safer travel guidance for passengers.</li> <li>Early consultation and communication undertaken with contractors and suppliers that will need to prepare to support the school's/setting's plans for opening (eg, cleaning, catering, food supplies, hygiene suppliers).</li> <li>Additional cleaning requirements discussed with cleaning contractors or staff, with additional hours agreed to allow for this.</li> </ul>		
<b>Hygiene and Infection Control</b>				
Individuals displaying Symptoms of Coronavirus (COVID-19) whilst attending the school premises and spreading the virus to others  Most common symptoms of COVID-19 are:  <ul style="list-style-type: none"> <li>➤ A new and persistent cough; or</li> <li>➤ A high temperature; or</li> <li>➤ A loss of or change in, their normal sense of taste or smell (Anosmia)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus COVID-19 infection which spreads from person to person through small droplets, aerosols and through direct contact. Surfaces and belongings can also be contaminated with COVID-19 when people with the infection cough or sneeze or touch them. The risk of spread is greatest when people are close to each other, especially in poorly ventilated indoor</i></p>	<ul style="list-style-type: none"> <li>Current Government guidance is being followed to <b>minimise contact with individuals who are unwell with (COVID-19) symptoms, or who have someone within their household who is symptomatic, by ensuring they do not attend school.</b></li> <li>Any children/young persons, staff and other adults will be instructed to stay at home and self-isolate for at least 10 days if they:               <ul style="list-style-type: none"> <li>➤ Are ill with Coronavirus (COVID-19) symptoms (in which case they will be advised to <u>arrange to have a test</u> if they haven't already done so and ensure members of their household isolate for 10 days also. This includes any siblings or members of their support or childcare bubble).</li> <li>➤ Have tested positive in the last 10 days (even if asymptomatic);</li> <li>➤ Have been advised by NHS Test and Trace or other healthcare professional to do so;</li> <li>➤ Are household members of a positive case (even if that case is asymptomatic); or</li> <li>➤ Are required to self-isolate for travel-related reasons.</li> </ul> </li> <li>If a child/young person, staff member or visitor/contractor develops symptoms of Coronavirus COVID-19 whilst at the school/setting, they will be sent home immediately, advised to follow the <u>Government Guidance for Households with Possible or Confirmed Coronavirus (COVID-19)</u>, which requires them to self-isolate for at least 10 days and <u>arrange to have a test</u> as soon as possible to see if they have the virus.</li> </ul>		

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	<p><i>spaces and when people spend a lot of time together in the same room.</i></p> <p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal).</i></p> <p><i>The new variant appears to be more contagious and affect all ages, but there is no evidence to date of any changes in the severity of the disease among any age groups, including children and young people).</i></p>	<ul style="list-style-type: none"> <li>• Staff, parents/carers and visitors and staff will be instructed to inform the school immediately of the *results of any COVID-19 tests taken outside school.</li> <li>• Where someone with symptoms tests positive, other pupils and staff within their bubble, who might have been in close contact, may also be sent home and advised to self-isolate for 10 days. Other household members of those individuals affected will not be required to self-isolate unless someone they live with subsequently develops symptoms.</li> <li>• Staff have been briefed on and understand the NHS Test and Trace process and of their ability to access priority testing as an essential worker.</li> <li>• Advice on the latest information updates are regularly issued or communicated via staff and pupil briefings and within letters/emails home to parents</li> <li>• Where Staff or Visitors use the <a href="#">NHS COVID19 Contract Tracing App</a>, and receive a notification of close contact with a positive case during the school day, they have been instructed to notify an appropriate person immediately and self-isolate.</li> </ul> <p><u>Isolation Room</u></p> <ul style="list-style-type: none"> <li>• An Isolation Room (a clean, well-ventilated room, with opening window, closable door, minimal non-fabric furniture) will be identified for the isolation of any potentially infectious child/young person who cannot immediately leave the setting. At Allanson Street, the following rooms can be used for isolation purposes: room opposite well-being room, HC room, Nursery foyer. Sibling groups can be kept together in one base whilst awaiting collection.</li> <li>• Where this is not possible, or there are multiple cases, these must be at least 2 m away from each other.</li> <li>• Appropriate adult supervision will be provided to care for any child in isolation, where required.</li> <li>• Procedures in place for responding to a suspected case of Coronavirus within the school/setting, following the Government guidance on '<a href="#">What to do if a Pupil is Displaying Symptoms of Coronavirus (COVID-19)</a>',</li> </ul>		

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		<ul style="list-style-type: none"> <li>• If the child/young person requires the toilet while awaiting collection, a separate toilet facility will be used, where possible, and this shall be thoroughly cleaned and disinfected using standard cleaning products before use by anyone else.</li> <li>• Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (ie, a very young child or child with complex needs) and for the provision of routine intimate care to children and young people. These include:               <ul style="list-style-type: none"> <li>➤ A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained.</li> <li>➤ Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary.</li> <li>➤ Eye protection (ie, safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Staff and other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds with soap and running water or use alcohol based hand sanitizer (with more than 60% alcohol content). They will not be required to go home and self-isolate unless the symptomatic person tests positive; unless they develop symptoms themselves (in which case, they should arrange a test); or are requested to do so by NHS Test and Trace or PHE Advice Service/PHE Local Health Protection Team.</li> <li>• Parent/carers will be advised, upon picking up the child/young person, to get them tested and notify the school of the results.</li> <li>• <a href="#">Home Test kits</a> are available in school, but will only be offered to individuals in the exceptional circumstance that it is believed an individual may have barriers to accessing testing elsewhere.</li> <li>• Once the pupil has left the premises, all surfaces and contact points the symptomatic pupil came into contact with shall be thoroughly cleaned and disinfected to reduce the risk of passing the infection onto other people. This will be undertaken in accordance with the Government's <a href="#">COVID-19: Cleaning in Non-Healthcare Settings Outside the Home</a> guidance.</li> <li>• Routinely taking the temperature of pupils will <u>not</u> be undertaken, as this is an unreliable method for identifying Coronavirus (COVID-19).</li> </ul>		

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<p>Getting or spreading Coronavirus (COVID-19) by individuals not washing/sanitizing their hands, or not cleaning them adequately</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus COVID-19 by not washing or sanitising their hands, or not cleaning their hands thoroughly.</i></p> <p><i>Coronavirus (COVID-19), including the new variant, is an easy virus to remove when it is on the skin using soap and running water or hand sanitiser)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed for all building users to <b>clean their hands thoroughly more often than usual for at least 20 seconds.</b></li> <li>• Sufficient handwashing facilities available throughout the school for the expected number of building occupants, with soap, hot and cold running water and means of drying hands, ie, paper towels.</li> <li>• Monitoring arrangements in place to ensure sufficient supplies of hand soap, paper towels and hand sanitiser are maintained.</li> <li>• Alcohol-based hand wall mounted sanitiser station (containing at least 60% alcohol) is placed at building entrance/exit point. Additional hand sanitiser will be located in classrooms and other learning environments where access to handwashing is not readily available. These will be replenished regularly.</li> <li>• 'Use hand sanitiser' safety sign and <a href="#">NHS 'alcohol hand rub hand hygiene technique – for visibly clean hands'</a> posters displayed adjacent to hand sanitiser stations.</li> <li>• Children to be supervised whilst using alcohol-based hand sanitiser given the risks around ingestion.</li> <li>• Any children with sensitive skin will carry out additional hand-washing in place of using hand-gel.</li> <li>• Handwashing with soap and running water/hand sanitising is regularly scheduled into the school day. This is to continue for the foreseeable future.</li> <li>• All staff, children and young people and visitors will be reminded to: <ul style="list-style-type: none"> <li>➢ Frequently wash their hands with soap and water.</li> <li>➢ Clean their hands: upon arrival at the school/setting, after using the toilet, when returning after breaks, after changing rooms, before and after eating (including snacks), after blowing their nose, sneezing or coughing and before leaving the school/setting.</li> <li>➢ Avoid touching their mouth, eyes and nose, and to use a tissue when coughing or sneezing, following the NHS 'Catch it, Bin it, Kill it' approach. Signage/posters reinforcing these messages will be displayed throughout the school/setting.</li> </ul> </li> <li>• Children will be supervised to ensure they wash their hands correctly. Young children and pupils with complex needs, who may have trouble cleaning their hands independently, will continue to be supported by staff.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Young children will be encouraged to learn and practice these good hygiene habits through games, songs and repetition.</li> <li>Teachers have access to free resources and materials to encourage good hand hygiene via the <a href="#">e-Bug Coronavirus (COVID-19) website</a>.</li> </ul>		
Getting or spreading Coronavirus (COVID-19) by not following or promoting good respiratory hygiene	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus COVID-19 by not following or promoting good respiratory hygiene on the school premises)</i></p>	<ul style="list-style-type: none"> <li>Current Government guidance followed to <b>ensure good respiratory hygiene by promoting the NHS 'Catch it, Bin it, Kill it' approach</b>.</li> <li>Posters are displayed that remind pupils and staff about the NHS 'Catch it, Bin it, Kill it' approach and importance of handwashing. These are displayed around the school, particularly by washbasins/toilets and at entry/exit points.</li> <li>Sufficient numbers of tissues and non-touch, lined and lidded bins, are available within the school to enable staff and pupils to follow the NHS 'Catch it, Bin it, Kill it' approach, with additional bins ordered as necessary. Swing top bins, if used, will be cleaned more frequently.</li> <li>Younger children and those with special educational needs will be supported to maintain good respiratory hygiene and be taught that good respiratory hygiene is part of how the school operates.</li> <li>Teachers have access to <a href="#">the e-Bug Coronavirus (COVID-19) website</a> for free resources and materials to encourage good respiratory hygiene.</li> <li>For pupils with complex needs, who would struggle to maintain good respiratory hygiene as their peers (eg, those who spit uncontrollably or use saliva as a sensory stimulant) a separate risk assessment will be completed, if necessary, to support those pupils and the staff working with them.</li> <li>Monitoring arrangements in place to ensure sufficient supplies of tissues are maintained.</li> <li>Bins are regularly emptied and disinfected.</li> <li>A stock of fluid-resistant surgical masks are maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms).</li> </ul>		
Getting or spreading Coronavirus (COVID-19) by not cleaning, or not adequately cleaning	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> </ul>	<ul style="list-style-type: none"> <li>Current Government guidance is being followed through the <b>introduction of enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</b></li> </ul>	<ul style="list-style-type: none"> <li>The school to be thoroughly cleaned prior to full re-opening.</li> </ul>	

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surfaces, equipment and workstations adequately	<ul style="list-style-type: none"> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus COVID-19 by touching a surface or object that has been contaminated with the virus when an infected person has coughed, sneezed or touched them, which has not been cleaned, or has not been adequately cleaned, and then touching their mouth, nose, or eyes)</i></p> <p><i>Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact)</i></p>	<ul style="list-style-type: none"> <li>The cleaning schedule has been reviewed and, where possible, additional staff hours will be sourced. This includes:               <ul style="list-style-type: none"> <li>➤ Increasing the frequency of cleaning, using standard cleaning products such as detergents and disinfectants, paying attention to all surfaces and objects, but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices, taps, kettles, fridges, microwaves, cupboards, keyboards and phones.</li> <li>➤ As a minimum, wiping down frequently touched surfaces twice a day, and one of these will be at the beginning or the end of the working day. Cleaning will be more frequent in rooms and shared spaces which are used by a large number of people, at entrance and exit points, where people access handwashing and hand-sanitising facilities, and of frequently touched surfaces within bathrooms and communal kitchens.</li> <li>➤ Cleaning of shared work areas, tools and equipment after each use by staff using spray and wipes provided.</li> </ul> </li> <li>The School's Business Manager/Site Manager ensures delivery of the induction package to directly employed cleaning staff so that they fully understand their role in preventing the spread of Coronavirus. Where cleaning staff are provided by the Local Authority or other third party Cleaning Contractor, this will be conducted by the respective employer in consultation with the school and copies of their risk assessments will be reviewed and held on file at the school).</li> <li>Rooms have been decluttered and difficult to clean items have been removed, to make cleaning easier and reduce the likelihood of contaminating objects.</li> <li>Workstations are cleared at the end of the day or shift so that they can be properly cleaned.</li> <li>High-touch items and equipment, for example, printers or whiteboards, will also be wiped after every use.</li> <li>Where possible, non-touch and lined bins (eg, open-topped bin or foot-operated lids) will be provided throughout the school/setting for disposal of used tissues, which are emptied regularly throughout the day. Where swing top bins are in use, the lids will be cleaned frequently throughout the day. Additional bins will be provided where necessary.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Disposable paper towels provided within staffroom and kitchen areas for drying hands/dishes.</li> <li>• Suitable cleaning materials will be provided and stock checks will be regularly undertaken with cleaning materials replenished as necessary.</li> <li>• PHE's Guidance on <a href="#">COVID-19 Cleaning in Non-Healthcare Settings Outside the Home</a> followed for general cleaning of the school site and when cleaning the premises due to a known or suspected case of COVID-19:-               <ul style="list-style-type: none"> <li>➢ Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, such as corridors, will be cleaned thoroughly as normal using standard cleaning products.</li> <li>➢ All surfaces that a symptomatic person has come into contact will be cleaned and disinfected, including: objects which are visibly contaminated with body fluids and all potentially contaminated and frequently touched areas.</li> </ul> </li> <li>• Cleaning staff will be asked to wear disposable gloves and plastic aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use of protection for the eyes (ie, safety goggles or face shield), mouth and nose (fluid-resistant surgical face mask - Type IIR), will also be worn.</li> <li>• Clear guidance provided to cleaning staff on the cleaning of specific areas, particularly toilet and wash areas, to make sure they are kept clean and social distancing is achieved as much as possible.</li> <li>• Aerosols not to be used within the building (with the exception of the fixed units in the staff bathrooms) as these can transmit the virus around the room.</li> </ul>		
Inappropriate handling and disposal of waste	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support</li> </ul>	<ul style="list-style-type: none"> <li>• Waste will be disposed of in line with the Government's <a href="#">guidance on cleaning for non-healthcare settings</a>.</li> <li>• Routine waste will be disposed of as normal, placing any used cloths or wipes in 'black bag' waste bins.</li> <li>• Waste and cleaning materials from possible/positive cases and cleaning of areas where possible/positive cases have been (including tissues, disposable cloths, disposable PPE) will be placed in a plastic rubbish bag</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

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	staff for pupils with SEND etc.) <ul style="list-style-type: none"> <li>• Vulnerable Groups</li> </ul> <i>(may become infected with COVID-19 through inappropriate handling, storage or disposal of infectious waste)</i>	and tied when full; then placed into a second bin bag and tied. It will then be stored in a suitable and secure location, away from children and separated from communal waste areas, and marked for storage for at least 72 hours and put in with the normal waste. <ul style="list-style-type: none"> <li>• Where storage of such waste for at least 72 hours is not appropriate, the waste will be placed into a clinical waste bag and a Category B infectious waste collection will be arranged via the school's/setting's usual specialist Clinical Waste Collection Service, so the waste can be sent for appropriate treatment.</li> </ul>		
<b>Social Distancing</b>				
Inability to maintain social distancing to prevent/limit the spread of the COVID-19 virus  <i>(The most common symptoms are a high temperature (over 37.8°C), a new, continuous cough, and a loss of, or change in normal sense of smell or taste (anosmia))</i>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <i>(may become infected by coming into close contact with someone who has COVID-19, which is primarily spread from person to person, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed to <b>minimise contacts and mixing and maintain social distancing</b>.</li> <li>• Children and young people (Y2-6) in classrooms and other learning environments will be seated side by side with desks positioned forward facing rather than face to face or side on. Spare chairs and desks/tables have been removed, where necessary, to make more room.</li> <li>• Teachers' desks will be positioned at least 2 metres away from pupil desks.</li> <li>• Children and young people will be organised into consistent full class-sized groups (Reception – full cohort group), which will be kept together at all times in the day, to minimise contact and mixing with other class groups.</li> <li>• Children who are old enough will be supported to keep distance within their assigned groups during lessons and at social times and not touch staff and their peers, where possible, and where space allows. Younger children (Y1 and below) and some children with complex needs who cannot maintain distancing will not be expected to maintain social distancing within their 'Bubble'.</li> <li>• Staff will modify their teaching approach to stay at the front of the class and maintain a distance from children and young people in their class as much as possible (ideally 2m), particularly close face-to-face support (noting that this is not possible at all times, which is why hygiene and hand cleaning is so important). Staff working with younger children will implement this where circumstances allow.</li> </ul>	During the period of National Lockdown:-  <ul style="list-style-type: none"> <li>• Only <u>vulnerable children and young people</u>, and those children of <u>critical workers</u> to be in attendance, with all others receiving remote education, with the exception of nursery provision who shall remain open as usual.</li> <li>• Parents and carers who are critical workers to be encouraged to keep their child/young person</li> </ul>	

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	<p><i>COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal.</i></p> <p><i>Children are likely to become infected with Coronavirus (COVID-19) at roughly the same rate as adults, but the infection is usually mild, with younger children less likely to become unwell if infected with Coronavirus).</i></p>	<ul style="list-style-type: none"> <li>• Staff to avoid close face to face contact and minimise time spent within 1 metre of pupils and other staff/adults, except when working with pupils with complex needs or who need close contact care whose educational and care support will be provided as normal.</li> <li>• Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:               <ul style="list-style-type: none"> <li>➢ Avoiding non-essential contact with others.</li> <li>➢ Avoiding physical contact (eg hugs, handshakes, etc).</li> <li>➢ Keeping a safe distance of at least 2 metres from other adults and children</li> </ul> </li> <li>• Queuing system established and process for staff to greet each child, ensuring they wash their hands upon arrival and go straight to their allocated classroom.</li> <li>• Clear signage displayed throughout the school/setting, including classrooms, staffrooms, etc, promoting social distancing.</li> <li>• The same teacher(s) and other staff will be assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</li> <li>• Where teachers need to move between different groups, they will try to keep their distance from pupils and other staff as much as they can (ideally 2m from other adults) and follow good hygiene practice. Although, it is recognised that this is unlikely to be achieved when working with younger children.</li> <li>• Arrangements are in place to ensure that the provision of teachers' planning, preparation and assessment (PPA) time does not undermine the integrity of any 'bubble'.</li> <li>• Wherever possible, children and young people will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>• Wherever possible, children and young people will be seated at the same desk each day if they attend on consecutive days.</li> <li>• Rooms will be accessed directly from outside wherever possible to reduce mixing, with different entrances/exits to be used for different groups.</li> <li>• Start and finish times/drop-off and collection time windows will be in place to reduce mixing between groups and volume at entrance points.</li> </ul>	<p>at home if they can.</p> <ul style="list-style-type: none"> <li>• Distinct, consistent class groups to continue to be maintained, which will be kept together at all times in the day, to minimise contact and mixing with other class groups.</li> <li>• Group ('Bubble') sizes to be kept as small as possible to help minimise transmission of the virus and identify those who may need to self-isolate more easily.</li> <li>• Any additional space available will be utilised, wherever possible, to maximise the distance between pupils and between staff and other people, due to lower pupil numbers in attendance.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Staggering of breaks to ensure that any corridors or circulation routes used have a limited number of children and young people using them at any time, keeping contact outside their designated space to a minimum and avoiding pinch points and bottlenecks wherever possible.</li> <li>• Staggering of lunch breaks with children and young people cleaning their hands beforehand.</li> <li>• Children and young people to be reminded of social distancing as break/lunch times begin.</li> <li>• Use of outdoor space, wherever possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between children and staff. External areas to be designated for different groups.</li> <li>• Staff, children and young people to be regularly reminded of the importance of social distancing both in the school/setting and outside of it, taking steps to minimise opportunities for the virus to spread by maintaining a distance of 2m between individuals, wherever possible.</li> <li>• Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Additional controls to be put in place where children and young people need additional support to follow the measures implemented (eg, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).</li> <li>• A separate risk assessment will be carried out if it is deemed that a child or young person may not be able to follow instructions, to determine what mitigations need to be put in place.</li> </ul>		
Getting or spreading coronavirus in common use high traffic areas (ie, corridors, halls, staffrooms) and other communal areas where people may congregate or where social	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support</li> </ul>	<ul style="list-style-type: none"> <li>• Movement of people around the school will be limited to reduce contact contamination of surfaces and objects.</li> <li>• One-way circulation in operation, where possible. If not possible, 'keep left' system will be implemented to keep groups apart as they move through the school/setting where spaces are accessed by corridors. Clear signage will be in place to depict the system in operation.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

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distancing may be difficult to maintain	<p>staff for pupils with SEND etc.)</p> <ul style="list-style-type: none"> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus in common use high traffic areas (ie, narrow corridors, staffrooms, kitchens, halls, pinch points, halls, reception, meeting rooms, toilet facilities, entry/exit points to facilities/the premise, lifts, changing rooms, storage areas) and other communal areas where: people may congregate; social distancing may be difficult; people may touch the same surfaces or shared equipment (eg, kettles, shared condiments, etc); or areas and surfaces that are frequently touched are difficult to clean).</i></p>	<ul style="list-style-type: none"> <li>• Limiting the number of children or young people who use the toilet facilities to ensure the toilets do not become crowded, with identified and marked queuing zones, where required.</li> <li>• Different bubbles are assigned specific toilet blocks and handwashing stations, where the site allows, and the facilities are supervised to prevent pupils from different bubbles from mixing.</li> <li>• Reception counters with screening in place to protect Reception staff remain a distance of 2m from visitors.</li> <li>• Whole staff meetings, congregational assemblies and other large gatherings are not being undertaken. Assemblies are undertaken virtually, wherever possible, or with individual groups in their allocated classroom spaces rather than bringing children from different classes together into one hall or large space. The maximum group size in which pupils will be brought together is one year group, but class group bubbles are kept at least 2 metres apart.</li> <li>• Where shared rooms such as halls, dining areas and internal and external sports facilities are used for lunch, exercise and breaks between lessons, there will be staggered use by different class groups, they will not be allowed to mix, they will not play sports or games together and there will be adequate cleaning between different groups).</li> <li>• Where lifts are installed for disabled persons, the maximum occupancy will be reduced, the lift operating controls will be frequently cleaned and hand sanitiser will be adjacent to lift landings/lobbies.</li> </ul> <p><u>Staffrooms and Shared Working Spaces</u></p> <ul style="list-style-type: none"> <li>• Staggered staff break and lunch times implemented to minimise contact and mixing and allow 2m social distancing rule to be met.</li> <li>• Occupancy limits implemented in communal working spaces (ie, offices, reception)</li> <li>• Seating, tables and workstations in communal areas (ie, staffrooms, meeting rooms, offices, etc) will be re-configured to maintain social distancing rules and reduce face-to-face interactions. Where it is not possible to reconfigure/move seating, tables and workstations, a limit of one person will be enforced or the room will be closed other than for access to facilities.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Staff will work from same workstation and be instructed not to share equipment, wherever possible.</li> <li>• Staff will be encouraged to bring in their own food, cutlery and dishes for personal use.</li> <li>• Communal objects (ie, milk cartons/bottles, tea/coffee/sugar containers, condiments, etc) will be removed from common areas or must be regularly cleaned.</li> <li>• Staffrooms and shared working spaces used by different groups will be cleaned more frequently – staff are responsible for cleaning all touch points after use.</li> </ul> <p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <li>• Current government guidance to <b>wear face coverings</b> is being followed.</li> <li>• In line with Government's <u>approach</u>, face coverings will not be worn in the classroom. However, should a member of staff or pupil choose to wear them, they will be supported.</li> <li>• Where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (ie, in corridors, staffrooms, etc) staff and visitors will be asked to wear face covering as a precautionary measure.</li> <li>• Children (under 11) and young people will not be required to wear a face covering, nor will those who are <u>exempt</u> due to age, health, disability or other valid reasons. (A face visor or shield may be worn by staff/adults in addition to a face covering, but not instead of one (unless exempt from wearing a mask)- as face visors/shields do not adequately cover the nose and mouth).</li> <li>• A small contingency supply of face coverings will be held and made available to any staff or visitors where they have struggled to access a face covering, where it has become soiled or damaged, or where it has been forgotten. No-one will be excluded from school on the grounds that they are not wearing a face covering.</li> <li>• Process in place for the management of face coverings in school that is communicated to staff and other adults. This includes: the safe wearing of the face covering, the cleaning of hands before and after touching (including to put on/remove), the need not to touch the front of the face covering during use</li> </ul>		

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		<p>or when removing it, the safe storage of face coverings in individual sealable plastic bags between use, the changing of the face covering should it become damp or damaged.</p> <ul style="list-style-type: none"> <li>• Temporary face coverings will be disposed of in a black bag waste bin (not recycling bin). Reusable face coverings will be placed in a plastic bag that can be taken home with the individual, and then hands will be washed again.</li> </ul>		
Use of Shared Equipment and Resources	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may become infected by touching equipment and resources that have the COVID-19 virus on them, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>• Activities that involve shared resources/equipment will be avoided.</li> <li>• The number of shared resources and equipment in use within the classroom will be minimised.</li> <li>• To prevent the sharing of stationery and other equipment where possible. Staff and pupils will be provided with their own individual frequently used items such as pens, pencils and erasers, etc.</li> <li>• Classroom based resources such as books and games that are used and shared within the designated groups will be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Any resources that are shared between class groups, such as sport, art and science equipment, will be cleaned frequently and meticulously and always between different class groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) .</li> <li>• Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed from use or kept to a minimum.</li> <li>• The sharing of outdoor play equipment (including fixed play equipment) is avoided, where possible, with equipment assigned to bubbles. Outdoor playground equipment will be cleaned more frequently. This also applies to resources used inside and outside by wraparound care providers.</li> <li>• Where outdoor play equipment has to be shared, it will be thoroughly cleaned between usage of pupils from different 'bubbles'.</li> <li>• The amount of equipment children and young people bring into school each day is limited to essentials such as: lunch boxes, hats, coats and books</li> <li>• The amount of shared resources that are taken home and the exchanging of take-home resources between students and staff will be limited.</li> <li>• Malleable resources, such as play dough, where used with younger children will not be shared.</li> </ul>		

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		<ul style="list-style-type: none"> <li>Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities will be washed before and after use and children will be discouraged from sharing these.</li> </ul>		
Poor ventilation of occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc) leading to risks of Coronavirus (COVID-19) spreading.	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19) through poor ventilation of occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc))</i></p>	<ul style="list-style-type: none"> <li>Current Government guidance is being followed by <b>keeping occupied spaces well ventilated</b>.</li> <li>All occupied spaces (ie, classrooms, staffrooms, offices, dining halls, etc) will be kept well ventilated and a comfortable teaching environment maintained. Heating will be used as necessary to ensure comfort levels are maintained,</li> <li>Natural ventilation via windows or vents will be used as far as possible and where available occupied room windows will be opened. (In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors will be opened, where possible, to assist with creating a throughput of air (as long as they are not fire doors and where safe to do so. If necessary, external opening doors will also be opened.</li> <li>Where mechanical ventilation systems are used, they will be adjusted to increase the ventilation rate wherever possible and have been checked by a competent person to confirm that normal operation meets current guidance (where possible, systems will be adjusted to full fresh air or, if not possible then systems will be operated as normal (as long as they are within a single room and supplemented by an outdoor air supply). They will be serviced and maintained in accordance with manufacturer's guidance to ensure optimum performance.</li> <li>The Health and Safety Executive's guidance on <a href="#">Air Conditioning and Ventilation during the Coronavirus Outbreak</a> will be observed.</li> <li>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:-               <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts.</li> <li>increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused).</li> <li>providing flexibility to allow additional, suitable indoor clothing.</li> <li>Re-arranging furniture where possible to avoid direct drafts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

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<b>Personal Protective Equipment</b>				
Inadequate provision, handling or use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Vulnerable groups</li> </ul> <p><i>(may become infected with COVID-19 due to a lack of suitable PPE for undertaking intimate care or cleaning tasks, or caring for a symptomatic child/young person, incompatibility of PPE, lack of instruction and training on its proper use)</i></p>	<ul style="list-style-type: none"> <li>• Current government guidance regarding the <b>wearing of appropriate personal protective equipment (PPE), where appropriate.</b></li> <li>• Existing routine use of PPE will continue for care of non-symptomatic children and young people who have intimate care needs or who present behaviours which may increase the risk of droplet transmission (such as spitting).</li> <li>• Appropriate PPE will be provided and worn by staff caring for any symptomatic child/young person whilst they await collection, if a distance of 2m cannot be maintained (ie, a very young child or child with complex needs). These include: <ul style="list-style-type: none"> <li>➢ A Fluid Resistant Surgical Face Mask (Type IIR) - if a distance of 2m cannot be maintained.</li> <li>➢ Disposable gloves, plastic apron and a Fluid Resistant Surgical Face Mask (Type IIR) - if contact is necessary.</li> <li>➢ Eye protection (ie, safety goggles or face shield) - if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</li> </ul> </li> <li>• Cleaning staff will be issued with and wear disposable gloves and plastic aprons for general cleaning. However, if an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected Coronavirus (COVID-19), the use protection for the eyes (ie, safety goggles or face shield), mouth and nose (fluid-resistant surgical face mask - Type IIR), will also be worn.</li> <li>• Government guidance on <a href="#">Safe Working in Education, Childcare and Children's Social Care</a> referenced for preventing and controlling infection, including the use of PPE.</li> <li>• Staff trained on: <a href="#">how to put PPE on and take it off safely</a>, the need for its use, the need for scrupulous hand hygiene in order to reduce self-contamination and how to dispose of PPE correctly.</li> <li>• Stocks of PPE are regularly monitored and replenished.</li> <li>• Local supply chains have been established for the obtaining of PPE.</li> <li>• Only PPE that is CE marked and purchased from a reliable source will be used by staff.</li> </ul>		

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		<ul style="list-style-type: none"> <li>➤ Staff to be reminded: to avoid touching their face, eyes, nose or mouth when wearing PPE (ie, gloves).</li> <li>➤ that torn or otherwise damaged PPE is not to be used and removed immediately if this occurs during use.</li> <li>➤ to cover any cuts and abrasions with a waterproof dressing.</li> <li>➤ that the wearing of gloves is not a substitute for good hand washing protocols.</li> </ul>		
<b>Outbreak Management</b>				
Lack of engagement with the NHS Test and Trace Service leading to potential outbreaks occurring	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) infection should there be an outbreak in the school as a result of ineffective arrangements for testing and self-isolation of infected persons)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed by <b>engaging with the NHS Test and Trace process</b>, where required.</li> <li>• School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of their duties under NHS Test and Trace requirements.</li> <li>• Advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the class bubble.</li> <li>• A temporary record of all staff, children and young people, parents and visitors using the school (and of any mixing of class groups) will be held for a period of 21 days, in a manageable way, to assist with NHS Test and Trace requests for data, if needed, to stop the onward spread of the virus in the school and wider society.</li> <li>• The school will notify the Local Test and Trace Team, who will liaise with PHE where required, should there be more than one case of COVID-19 associated with the school (reported as a suspected outbreak).</li> <li>• Staff instructed that they must self-isolate whenever they receive a notification from the NHS Test and Trace service asking them to do so, following the <a href="#">NHS Test and Trace Workplace Guidance</a>. If this happens on multiple occasions, Headteacher shall review social distancing arrangements to identify where improvements can be made.</li> <li>• Where staff believe the contacts that have triggered these notifications are school contacts, they will discuss with the Headteacher what further mitigating actions could be taken to reduce the risk of COVID-19, such as using screens.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff induction for return to full school re-opening to include reiteration of information about the NHS Test and Trace process.</li> </ul>	

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Inadequate management of confirmed cases of Coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift action to respond to a positive case)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance is being followed to <b>manage confirmed cases of Coronavirus (COVID-19) amongst the school community.</b></li> <li>• Contact details for local Public Health England Team and Local Authority Health and Safety Team are readily to hand.</li> <li>• Arrangements are in place to notify the appropriate authorities of any cases that test positive (eg, the local Public Health Team, the Local Authority and the DfE, as required).</li> <li>• A confidential record is maintained of all staff and pupils who are self-isolating who have tested positive. These records are kept up to date and carefully tracked so that no pupils or staff are accepted back into school before the isolation period has elapsed.</li> <li>• Use is made of any template letters provided by Public Health England/Local Authority as directed locally.</li> <li>• Support and advice are sought from the Public Health/Health and Safety Section for any queries/complex cases. Further advice is sought from the DfE/PHE as required.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	
Inadequate management of an outbreak of Coronavirus (COVID-19) within the school	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may be exposed to Coronavirus (COVID-19) as a result of the school not taking swift or appropriate action to manage an outbreak)</i></p>	<ul style="list-style-type: none"> <li>• Current Government guidance to <b>contain any outbreak by adhering to local Health Protection Team advice</b> is being followed.</li> <li>• A St Helens Council Outbreak Management Plan has been developed to rapidly respond to help contain any clusters of infection or outbreaks, with business contingency plans put in place should several people in the school be asked to self-isolate or the school is put in lockdown.</li> <li>• Advice provided by the local Health Protection Team is acted on immediately.</li> <li>• Good working relationships are established and maintained enabling rapid communication with the Local Authority and local Public Health England.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

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<b>Staff and Pupil Wellbeing</b>				
Vulnerable Groups at higher risk of severe illness from Coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• Older Staff</li> <li>• Male Staff</li> <li>• Pregnant Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Those with existing underlying health conditions or from a Black, Asian and Minority Ethnic (BAME) background</li> </ul> <p><i>(who are at increased vulnerability to infection and severe illness or poorer outcomes from contracting Coronavirus (COVID-19))</i></p>	<ul style="list-style-type: none"> <li>• Headteachers to identify and be aware of staff who fall into one of the <a href="#">vulnerable risk groups</a> as determined by Public Health England or who are from a <a href="#">Black, Asian and Minority Ethnic (BAME)</a> background, to ensure they are given adequate protection and support to enable them to comply with the latest Government Health recommendations. If attending work, separate individual risk assessments will be completed for such staff who are more susceptible to severe illness or poorer outcomes from COVID-19.</li> <li>• Staff who are <a href="#">clinically extremely vulnerable</a> will be supported to work from home, where this can be accommodated, and will only enter the workplace if it is COVID-Secure and a suitable safe role can be found.</li> <li>• Separate individual risk assessments will be completed for any children and young people determined by a medical practitioner as being clinically extremely vulnerable and more susceptible to severe illness or poor outcomes from COVID-19.</li> <li>• All Clinically Vulnerable Staff are to follow the latest Government guidance on <a href="#">Staying Alert and Safe (Social Distancing)</a>, practice diligent hand hygiene/ hygiene measures and avoid contact with anyone who has symptoms suggestive of coronavirus.</li> <li>• School leaders will discuss any concerns with individuals, who may be or believe they may be at possible increased risk from Coronavirus, around their particular circumstances and reassure them about the protective measures in place.</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg, disabled staff.</li> <li>• Reasonable adjustments will be made to avoid workers with disabilities or physical and mental health conditions being put at any substantial disadvantage, where necessary, for example: allowing someone with social anxiety disorder to have their own desk, installing a ramp for a wheelchair user, provided ground floor accommodation for a wheelchair user, etc.</li> <li>• A New and Expectant Mother Risk Assessment will be undertaken for all pregnant Staff. Where the pregnant staff member is over 28 weeks gestation, or under 28 weeks with an underlying health condition, which may make</li> </ul>	<p>During the period of National Lockdown:</p> <p>Staff and Children/Young People who have received a letter from the NHS or Specialist Doctor confirming they are deemed Clinically Extremely Vulnerable (CEV or Shielding List), are to be advised not to attend school and will be supported to work/learn at home. This is due to the risk of exposure to the virus in the community being very high.</p> <p>Individual risk assessments for vulnerable Staff and Children and Young People to be reviewed and updated. Staff living with someone who is</p>	

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		<p>them more susceptible to more severe symptoms or effects from the disease, a COVID-Age Individual Vulnerability Questionnaire (IVQ) will also be completed, in consultation with the Occupational Health Unit.</p> <ul style="list-style-type: none"> <li>• Pregnant Staff will be referred to the latest Royal College of Obstetricians and Gynaecologists (RCOG) <a href="#">Coronavirus and Pregnancy advice</a>.</li> <li>• Pregnant Staff over 28 week's gestation or with underlying health conditions at any gestation, to be supported to work at home, where possible. Where this cannot be accommodated, pregnant staff will follow the Government's <a href="#">Coronavirus (COVID-19): Advice for Pregnant Employees</a></li> </ul>	CEV will be supported to work from home, where this can be accommodated.	
Contact Dermatitis, skin irritation, exacerbation of existing skin conditions	<ul style="list-style-type: none"> <li>• Staff</li> </ul> <p><i>(may suffer contact Dermatitis, skin irritation or exacerbation of an existing skin condition as a result of frequent hand washing)</i></p>	<ul style="list-style-type: none"> <li>• Staff encouraged to regularly use moisturising hand cream to prevent skin from drying and cracking, and to report any skin conditions or new skin symptoms (ie, Psoriasis or Dermatitis) affecting the hands as a result of frequent handwashing.</li> <li>• Access to the Council's Occupational Health Advisor for further advice on skin care/monitoring.</li> <li>• Any children with existing or newly developed skin conditions will undertake increased handwashing rather than using hand gel. This will be followed with prescribed moisturising creams if necessary.</li> </ul>		
Inappropriate use of Alcohol-based Hand Sanitisers or Hand Rub that contains at least 60% alcohol	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH Risk Assessment completed for use of hand sanitiser within the school/setting.</li> <li>• Hand sanitiser will only be used where access to hand washing with soap and running water is not readily available / appropriate and where hands are not visibly soiled.</li> </ul>		

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	<ul style="list-style-type: none"> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may cause alcohol poisoning if ingested and may be ineffective against the virus if used incorrectly)</i></p>	<ul style="list-style-type: none"> <li>Bottles of hand sanitiser to be stored out of the sight and reach of young children to reduce unintended, adverse consequences.</li> <li>Where hand sanitiser has to be used by children and young people, this will be used under strict adult supervision.</li> <li>Staff, children and young people encouraged to report any adverse effects experienced with the use of hand sanitizer/hand rub, with advice sought from GP where serious reactions occur.</li> </ul>		
Travelling to School during the outbreak	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents/Carers</li> <li>Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a surface or object that has the virus on it, and then touching their mouth, nose, or eyes).</i></p>	<ul style="list-style-type: none"> <li>Travel arrangements will be revised in consultation with the Home to School Transport Service, where required, for relevant children and young people. This will include the measures put in place to maximise distancing, where possible, and minimise the risk of virus transmission, following Part B of the Government guidance for <a href="#">Dedicated Transport to Schools and other Places of Education (2020 to 2021)</a>.</li> <li>Unnecessary non-essential work travel will be avoided/minimised wherever possible.</li> <li>Staff, parents/carers, children and young people are requested to avoid public transport if at all possible. However, where use of public transport is necessary, they are to conform with all requirements, eg, wearing mandatory face coverings, social distancing, etc, following the <a href="#">Safer Travel Guidance for Passengers</a>.</li> <li>Staff, children and young people are supported to walk, cycle or drive to work wherever possible, with the provision of safe bike storage, showers, lockers, free parking, etc.</li> <li>Flexible/staggered start and finish times enabled so that staff can avoid travelling at peak times.</li> <li>Staff have been requested not to share cars, wherever possible.</li> <li>Where travelling cannot be avoided for work purposes and staff have to travel together in one vehicle, the following mitigation methods have been implemented:               <ul style="list-style-type: none"> <li>➤ Use of fixed travel partners;</li> <li>➤ Avoidance of sitting face-to-face;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The use of 'Walking Bus' (a supervised group of children being walked to, or from, school) to be considered.</li> </ul>	

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		➤ Refraining from playing music or radio broadcasts that may encourage shouting or raising of voices above normal conversation levels.		
Inadequate Induction of New and Temporary Staff	<ul style="list-style-type: none"> <li>• Staff (including Supply Teachers and other temporary workers)</li> <li>• Children &amp; Young People</li> </ul> <p><i>(may suffer injury or ill health through a lack of understanding on the hazards and risks they may face, the control measures in place and emergency procedures to be followed)</i></p>	<ul style="list-style-type: none"> <li>• Induction of staff will continue either remotely or in school in line with social distancing guidelines.</li> <li>• New and Temporary staff will be provided with clear instructions and information, and adequate training, on how to work safely, including arrangements for infection control, social distancing, first aid, fire and evacuation.</li> </ul>		
Inadequate First Aid Facilities, Personnel and Equipment and Information for First Aiders	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> <li>• Designated First Aiders</li> </ul> <p><i>(may not receive immediate first aid treatment due to insufficient first aid facilities,</i></p>	<ul style="list-style-type: none"> <li>• First aid needs assessment regularly reviewed to determine adequate and appropriate equipment, facilities and personnel to ensure staff, children and young people receive immediate attention if they are injured or taken ill.</li> <li>• Standard Infection Prevention and Control Procedures (ie, maintaining good hand, respiratory and personal hygiene) followed at all times by First Aiders to protect themselves and others and limit the risk of spread of COVID-19.</li> <li>• Contact and time sharing a breathing zone with casualties potentially infected with COVID-19 to be limited as much as possible, with casualties directed to do things for themselves where possible avoid touching them, their immediate environment and any waste).</li> <li>• PPE provided and used by first aiders as necessary with suspected cases of COVID-19 (ie, fluid resistant surgical mask, disposable gloves, disposable apron, and goggles or visor where the risk of splashing is present).</li> <li>• The use of chest compressions only will be performed by First Aiders should cardiopulmonary resuscitation (CPR) be required. No rescue breaths or</li> </ul>		

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	<i>personnel and equipment; and First Aiders may become infected through close contact with casualties infected with COVID-19 or spread infection through poor hygiene practices)</i>	mouth-to-mouth ventilation will be performed. Where First Aiders have access to an AED, then this will be used, as using these carry no risk of virus spread. <ul style="list-style-type: none"> <li>Guidance provided to first aiders on how to respond to a first aid incident during the Coronavirus COVID-19 pandemic, including specific instructions on giving Cardiopulmonary Resuscitation (see <a href="#">Guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> and specific guidance on giving cardiopulmonary resuscitation (CPR) from the <a href="#">Resuscitation Council UK</a>)</li> <li>Higher risk activities have been suspended, where required..</li> </ul>		
Testing, Inspection and Maintenance of Building-Related Systems are not up to date and/or all systems are not operational	<ul style="list-style-type: none"> <li>All building occupants <i>(may be exposed to increased risk of injury or ill health from a lack of testing, inspection and maintenance of building related systems not being operational due to the school/setting being completely or partially closed, or having reduced occupancy during the Coronavirus (COVID-19) outbreak)</i></li> </ul>	<ul style="list-style-type: none"> <li>Member of staff identified with responsibility for managing the premises (with cover arrangements put in place in case of staff illness), reviewing risk assessments and implementing any measures to ensure that safety is maintained.</li> <li>The school is supported by a Property Support Officer and has access to competent person(s) for advice on building-related utilities and systems.</li> <li>All utilities and systems within the school (including gas, heating, water supply, mechanical and electrical systems and catering equipment) remain operational and will continue to be serviced and maintained throughout the pandemic.</li> </ul> <b>Fire Safety</b> <ul style="list-style-type: none"> <li>Fire safety management and evacuation plans reviewed and updated in line with operational changes, as necessary, and communicated to all staff, children and young people.</li> <li>Fire assembly point re-organised to meet social distancing requirements.</li> <li>Regular testing of fire alarm and detection systems, call points, emergency lighting and other fire safety systems undertaken to ensure they remain fully operational.</li> <li>Regular hazard spotting carried out to identify escape route obstructions.</li> <li>Daily checks to ensure that all fire doors are operational.</li> <li>Fire drills continue to be held on a termly basis as normal, with a practise undertaken in the first week when more pupils return.</li> </ul>	<ul style="list-style-type: none"> <li>Should water systems not be maintained or be partly operational at a reduced capacity as a result of the National Lockdown restrictions, they will be disinfected, flushed and certified by a competent contractor before full school re-opening.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Staff instructed not to wedge open self-closing fire doors to avoid the need to touch door handles/locks. These doors must remain closed to prevent the risk of uncontrolled fire spread and smoke should a fire occur.</li> </ul> <p><b>Security including access control and intruder alarm systems</b></p> <ul style="list-style-type: none"> <li>• All areas of the school kept secure in line with current security arrangements.</li> <li>• Keyholder information updated, as necessary.</li> </ul> <p><b>Plant and Equipment</b></p> <ul style="list-style-type: none"> <li>• Plant and equipment continues to be maintained in line with manufacturer's instructions.</li> <li>• Scheduled thorough examination and testing of lifting and pressure equipment will continue to be undertaken during the pandemic.</li> <li>• School/setting will agree safe access and working arrangements with the contractor prior to commencing work on site.</li> <li>• Should problems be experienced in arranging scheduled thorough examinations, due to demands on inspection services, the school/setting will adopt a risk based process, in consultation with their Competent Person, to determine the whether there are steps that can be taken to safely continue to use equipment (that has not had its scheduled thorough examination and testing) or decide to stop using the equipment.</li> </ul>		
Inadequate arrangements for School Meal provision	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and Young People</li> <li>• Catering Staff</li> <li>• Midday Supervisors</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, and by respiratory droplets produced when an infected person coughs, sneezes, or talks; or by touching a</i></p>	<ul style="list-style-type: none"> <li>• School/setting will continue working with their Catering Service provider to ensure food is available for children and young people who attend and ensure staff are able to prepare, serve and work safely.</li> <li>• Lunch times (and any 'snack' times) arranged so that children eat their lunch in their assigned groups and do not mix with children from other groups, by either: having several lunch sittings or serving lunch in more than one location, including (if appropriate) in their assigned classroom.</li> <li>• Children and young people will clean their hands before eating their lunch.</li> <li>• Tables will be cleaned between each group</li> <li>• Dining area layout will be configured to ensure separation of children and young people, with tables/chairs cordoned off where necessary.</li> <li>• Children and young people will be seated facing forwards and sitting side by side, wherever possible, rather than face to face or side on. This does not</li> </ul>		

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	<i>surface or object that has the virus on it, and then touching their mouth, nose, or eyes). COVID-19 symptoms can range from mild (or no symptoms) to severe respiratory illness, which can be fatal).</i>	apply to Nursery, Reception and Year 1 children and young people who are unable to maintain distancing. <ul style="list-style-type: none"> <li>• A 2m distance between the bubbles will be maintained when two or three classes/bubbles (from the same year group) are together in the same space.</li> <li>• Dining Hall/Room will be kept well-ventilated.</li> </ul>		
Stress, Mental Health and Wellbeing adversely affected due to the Coronavirus (COVID-19) Outbreak	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children and young people</li> </ul> <p><i>(may be suffering with stress, mental health or wellbeing difficulties as a result of isolation or anxiety about Coronavirus. Also, through having experienced bereavements in their immediate family or wider circle of friends, or had increased caring responsibilities)</i></p>	<ul style="list-style-type: none"> <li>• Access to PHE online resources to promote and support mental wellbeing of children whilst learning at home. This includes <a href="#">wider guidance on supporting children and young people's mental health</a></li> <li>• Digital support includes:               <ul style="list-style-type: none"> <li>➢ <a href="#">An Educational Resource</a> for adults about children and young people's mental health.</li> <li>➢ The PHE <a href="#">Every Mind Matters platform</a> about looking after your own mental health</li> <li>➢ <a href="#">Rise Above</a>, targeted at young people, which also has <a href="#">schools-facing lesson plans</a>.</li> <li>➢ The <a href="#">Education Support Partnership</a> free helpline and mental health and wellbeing resources for Teachers and support staff dealing with the COVID-19 crisis.</li> </ul> </li> <li>• Wellbeing/mental health issues are discussed with children and young people during PSHE/assemblies, one-to-one conversations with trusted adults, where this may be supportive, and at other appropriate opportunities.</li> <li>• Positive opportunities will be provided for children and young people to renew and develop friendships and peer groups and other enriching developmental activities.</li> <li>• Regular communication of mental health information and resources, and an open-door policy in place for those staff who need additional support.</li> <li>• Trained Workplace Mental Health First Aiders available for staff who may be experiencing a mental health issue or emotional distress.</li> <li>• Counselling services available via Management/Self-Referral to the Occupational Health Unit for any staff who are particularly anxious or bereaved.</li> <li>• Staff workload monitored by SLT and adjusted as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

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		<ul style="list-style-type: none"> <li>Wellbeing and work-life balance are promoted with all staff.</li> <li>Member of the Senior Leadership Team to keep in touch with home workers and ensure regular contact is made with them to make sure they are healthy and safe, recognising any signs of stress as early as possible.</li> <li>Staff encouraged to speak regularly with their colleagues.</li> <li>Subject Leads will have access to the DfE's training module on <a href="#">teaching about mental wellbeing</a> to assist in the training of teachers who will be teaching pupils about mental health and wellbeing.</li> <li>Teaching staff will have access to the free MindEd learning platform for professionals, which includes a <a href="#">Coronavirus (COVID-19) Staff Resilience Hub</a> with materials on peer support, stress, fear and trauma and bereavement, to support pupils upon return to school.</li> <li>The Council's '<a href="#">Adapting to the New Normal</a>' guide issued to staff working at home.</li> </ul>		
Altered behaviours when returning to the school/setting which may affect social distancing guidelines	<ul style="list-style-type: none"> <li>Staff</li> <li>Children and Young People</li> </ul> <p><i>(may become infected by coming into close contact with someone who has COVID-19, through disregard of the new arrangements)</i></p>	<ul style="list-style-type: none"> <li>Behaviour Policy to be reviewed and updated to reflect the new protective measures and new rules and routines. This includes appropriate consequences (such as sanctions and rewards), so that staff can ensure pupils understand them and can enforce them rigorously.</li> <li>Clear messages given to children and young people on the importance and reasons for social distancing in reinforced throughout the day by staff and through posters and floor markings.</li> <li>Senior Leaders monitor areas where there are breaches of social distancing measures and the arrangements are reviewed.</li> </ul>		
Educational Visits	<ul style="list-style-type: none"> <li>Staff</li> <li>Children and Young People</li> <li>Parent Volunteers</li> </ul> <p><i>(may become infected by coming into close contact with someone who has</i></p>	<ul style="list-style-type: none"> <li>Domestic (UK) overnight and overseas educational visits have been temporarily suspended and will be reviewed as the pandemic reduces in accordance with the HFE and the latest Government advice on Coronavirus travel advice for educational settings. Please see <a href="#">coronavirus: travel guidance for educational settings</a>.</li> <li>All trips will be undertaken in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> </ul>	During the period of National Lockdown, all educational visits are to be suspended.	

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	<i>COVID-19, during an off-site educational visit)</i>	<ul style="list-style-type: none"> <li>Outdoor spaces in the local area to be made use of to support delivery of the curriculum.</li> <li>A full and thorough risk assessment in relation to all educational visits to ensure they can be done safely will be carried out, consideration will be given to control measures that need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues.</li> <li>The school will consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> </ul>		
Home working  (Working with Display Screen Equipment (DSE))	<ul style="list-style-type: none"> <li>Staff (working at home on a long-term basis)</li> </ul> <i>(may suffer pain in their necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain as a result of incorrect use of DSE or poorly designed workstations or work environments)</i>	<ul style="list-style-type: none"> <li>Staff for whom it is feasible and appropriate and can work from home, will continue to do so, in line with government policy.</li> <li>Staff working at home with DSE will be encouraged to ensure that they set up their workstation to avoid :               <ul style="list-style-type: none"> <li>➢ avoid awkward, static postures by regularly changing position;</li> <li>➢ get up and move or do stretching exercises;</li> <li>➢ avoid eye fatigue by changing focus or blinking from time to time.</li> </ul> </li> <li>Basic home workstation self-assessment to be completed by staff working at home on a long-term basis and who use DSE daily, for an hour or more at a time, using the HSE's practical <a href="#">Workstation Checklist</a>.</li> <li>Where possible, additional DSE equipment provided or allowed to be taken home by staff to support prolonged use of portable DSE at home (eg, separate monitor, keyboard, mouse, monitor riser, ergonomic chair).</li> </ul>		
Face to face meetings	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <i>(may become infected by coming into close contact</i>	<ul style="list-style-type: none"> <li>Remote working tools (ie, video/tele-conferencing) utilised instead of face to face meetings, wherever practicable.</li> <li>Where a face to face meeting cannot be avoided and is the only option participants will be kept to the absolute minimum with only essential persons present and social distancing will be maintained throughout.</li> <li>Meetings will be held outdoors, wherever possible, or in well-ventilated room (ie, opening window) of sufficient size.</li> <li>The sharing pens and other objects will be avoided to prevent transmission during meetings.</li> <li>Hand sanitiser will be provided in meeting rooms.</li> <li>Meeting room thoroughly cleaned after each use.</li> </ul>		

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	<i>with someone who has COVID-19)</i>			
Uncontrolled Access to the School Premises posing a risk to social distancing and infection control	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of persons entering the site who may spread the virus through poor hygiene, infection control and social distancing practices)</i></p>	<ul style="list-style-type: none"> <li>• Only essential visitors will be allowed onto site by appointment.</li> <li>• Visitor Protocol in place and displayed in a prominent location upon entrance to the building.</li> <li>• Procedure in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.</li> <li>• Record held of all persons visiting the school with sufficient detail to support contact tracing if required by NHS Test and Trace. Records will be held for 21 days and securely disposed of after that time.</li> <li>• Staff, where possible, use their ID badge/fob to sign in/out hands-free.</li> <li>• Where a manual signing in/out system is in use, staff and visitors will be encouraged to sign-in/out using their own pen. If communal pens are used, these will be cleaned after each use.</li> <li>• A dedicated waiting area and meeting room is made available for essential visitors.</li> <li>• Designated person(s) will be assigned to receive deliveries.</li> <li>• Deliveries will be managed effectively in a timely manner, with recipients adhering to social distancing, and wearing PPE where appropriate.</li> </ul>		
Transmission of Coronavirus (COVID-19) infection through contact with objects that enter and leave the school premises	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Couriers/Delivery Drivers</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19), through lack of social distancing or surface transmission when handling goods and other materials entering and leaving the premises).</i></p>	<ul style="list-style-type: none"> <li>• Procedures in place for cleaning goods and merchandise entering the site, or quarantining items in a secure location for 72 hours prior to distribution.</li> <li>• Staff handling goods and merchandise have access to handwashing facilities and hand sanitiser and are reminded of the need to maintain good hand hygiene.</li> <li>• Non-business deliveries (ie, personal deliveries to staff) are prohibited.</li> <li>• Pick-up and drop-off collection points, procedures, signage and markings revised to maintain social distancing and avoid surface transmission.</li> <li>• PPE will be worn where necessary, ie, gloves, safety footwear.</li> </ul>		

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Contractors on-site whilst school is in operation posing a risk to social distancing and infection control	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul> <p><i>(may contract Coronavirus (COVID-19) as a result of inadequate management of third party contractors who may spread the virus through poor hygiene, infection control and social distancing practice when working throughout the school and across different groups)</i></p>	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (eg, estates-related) have been designated as essential work by the government and will continue.</li> <li>• Contractors will be allowed onto site by appointment.</li> <li>• Contractor visits arranged outside of school hours, wherever possible.</li> <li>• Assurances will be sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Arrangements in place for Contractors to use a different entrance to staff and pupils, where possible, and classes organised so that contractors and staff/children and young people are kept apart.</li> <li>• Contractors will be monitored to ensure social distancing is being maintained throughout any such works.</li> <li>• Normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction, where required) in consultation with Property Services.</li> <li>• Discussions held with key contractors about the school's control measures and ways of working.</li> </ul>		
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Parents &amp; Carers</li> <li>• Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>• Vulnerable Groups</li> </ul>	<ul style="list-style-type: none"> <li>• The governing body continues to meet regularly via online platforms.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> </ul>		

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	<i>(failure to ensure controls are implemented may result in infection)</i>	<ul style="list-style-type: none"> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>		
Getting or Spreading Coronavirus (COVID-19) infection through singing, chanting, playing wind/ brass instruments or shouting.	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> <li>Peripatetic Staff</li> </ul> <p><i>(may be at increased risk of infection where singing, chanting, playing wind or brass instruments or shouting is occurring - even where individuals are at a distance.</i></p> <p><i>Risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space).</i></p>	<ul style="list-style-type: none"> <li>Playing musical instruments and singing in groups will take place outside wherever possible.</li> <li>If indoors, a room with as much space as possible, ie, larger rooms with high ceilings, will be used to enable dilution of aerosol transmission.</li> <li>If playing indoors, good ventilation will be ensured within the space, with numbers limited to account for ventilation of the space and ability to social distance.</li> <li>Singing, wind and brass playing will not take place in larger groups. In the smaller groups permitted, strict social distancing will be observed between singers, musicians and Teachers (ie, 2m is appropriate if the activity is face-to-face and without mitigating actions).</li> <li>Children and young people will be seated, where practical, to help maintain social distancing.</li> <li>Children and young people will be positioned back-to-back or side-to-side when playing or singing (rather than face to face), whenever possible.</li> <li>Wind and brass players will be positioned so that the air from their instrument does not blow into another player.</li> <li>The sharing of brass and woodwind instruments will not take place.</li> <li>Students will be assigned their own instrument, where possible.</li> <li>Musical instruments will be cleaned by the students playing them following instruction provided by teachers.</li> <li>The sharing of equipment will be avoided, wherever possible, however, where this cannot be avoided, they will be cleaned and disinfected regularly (including any packing cases, handles, microphones and music stands) and always between users.</li> <li>Name labels will be placed on equipment to help identify the designated user, ie, percussionists' own sticks and mallets.</li> <li>Increased handwashing before and after handling musical instruments and equipment</li> </ul>	During the period of National Lockdown:  Music lessons will be provided remotely, wherever possible.  No music performances with an audience to be hosted by the school.	

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		<ul style="list-style-type: none"> <li>• No physical corrections will be made by teachers.</li> <li>• Pick up and drop off collection points created for returning equipment, where possible, rather than passing equipment such as scores and microphones, etc, hand-to-hand, with appropriate quarantine/cleaning procedures in place.</li> <li>• Background and accompanying music kept to levels which do not encourage teachers or children and young people to raise their voices unduly.</li> <li>• Microphones will be used to reduce the need for shouting or prolonged periods of loud speaking or singing, where possible, or children and young people will be encouraged to speak/sing quietly.</li> <li>• Risk assessments for third party music service providers will be reviewed and held on file at the school.</li> <li>• The number of visits and classes taught by peripatetic music teachers, who may interact with children and young people from multiple groups and schools, will be limited, to minimise contact and mixing and reduce the risk of transmission. Their movement whilst on site will also be limited.</li> <li>• Particular care will be taken by teachers and peripatetic teachers to maintain social distancing, wherever possible, and not provide physical correction, where individual music lessons are undertaken.</li> <li>• Support and guidance on musical learning during the COVID-19 pandemic is available via the Council's Music Service.</li> </ul>		
Getting or Spreading Coronavirus (COVID-19) infection through participation in physical education and school sport activities.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Children &amp; Young People</li> <li>• Vulnerable Groups</li> <li>• PE/Sport Coaches</li> </ul> <p><i>(may be at increased risk of infection through close contact sport, the way in which people breathe during exercise and lack of COVID Secure arrangements)</i></p>	<ul style="list-style-type: none"> <li>• Children and young people kept in consistent class groups during PE lessons.</li> <li>• Sports equipment thoroughly cleaned between each use by different individual groups, and contact sports are avoided.</li> <li>• Use of outdoor space prioritised, where possible, for exercise and breaks and outdoor education, to limit transmission and more easily allow for distance between students and staff. External areas to be designated for different groups.</li> <li>• Where large indoor spaces must be used, maximising distancing will be ensured between pupils and scrupulous attention will be paid to cleaning and hygiene. Maximised ventilation of the space will also be ensured, by opening windows and non-fire doors, where practical, before and during the lesson.</li> </ul>	During the period of National Lockdown,  PE activities to be selected that allow for social distancing and small consistent groupings.	

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		<ul style="list-style-type: none"> <li>Physical Education lessons will be strictly non-contact and not involve more than any one class group (ie, supervised non-touch running games).</li> <li>PE risk assessments will be reviewed in line with the latest COVID-19 advice from the <a href="#">Association for Physical Education (AfPE)</a>, <a href="#">Sport England and Youth Sport Trust</a>. Reference will also be made to the Government's guidance on '<a href="#">Grassroots Sports Guidance for Safe Provision including Team Sport, Contact Combat Sport and Organised Sport Events</a> for team sports.</li> <li>Work with external coaches, clubs and organisations for curricular and extra-curricular activities will only be undertaken where the school is satisfied that this is safe to do so and suitable risk assessments have been completed operating within the wider protective measures of the school.</li> </ul>		
Getting or Spreading Coronavirus (COVID-19) through contact and mixing of children and young people within Wraparound Provision (ie, Breakfast and After School Clubs)	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> <li>Vulnerable Groups</li> </ul> <p><i>(may contract or spread Coronavirus (COVID-19) by not operating a COVID Secure provision)</i></p>	<ul style="list-style-type: none"> <li>Before and after school clubs will be subject to a separate risk assessment using the latest DfE guidance on <a href="#">Protective Measures for Holiday and After School Clubs, and other Out of School Settings during the Coronavirus (COVID-19) Outbreak</a>. The risk assessment will be kept under regular review as the situation evolves.</li> <li>The school will ensure, as far as possible, that children can be kept in a group with other children from the same bubble they are in during the school day. Where this is not possible or impractical (ie, due to only one or two children are attending wraparound provision from the same school day bubble) children will be kept in small, consistent groups with the same children each time, as far as this is possible.</li> <li>Where necessary, one staff member may be permitted to supervise up to two small groups, provided that relevant ratio requirements are met.</li> </ul>		
Getting or Spreading Coronavirus (COVID-19) though child attending more than one setting (ie, school and alternative education provider)	<ul style="list-style-type: none"> <li>Staff</li> <li>Children &amp; Young People</li> <li>Parents &amp; Carers</li> <li>Visitors (Contractors, Suppliers and support staff for pupils with SEND etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Current Government guidance followed.</li> <li>Close working between school and alternative education provider to work through system of controls, enabling any risks to be identified and addressed and allow the joint delivery a broad and balanced curriculum for the child.</li> </ul>		

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	<ul style="list-style-type: none"> <li>Vulnerable Groups</li> </ul> <i>(Children and young people may contract and spread Coronavirus (COVID-19) through contact and mixing with persons other than their own household and school bubble)</i>			
<b>Additional Site-Specific Issues</b>				
<a href="#">Collection of testing kits</a>	<ul style="list-style-type: none"> <li>All staff</li> </ul>	See <a href="#">Risk Assessment: Covid-19 Lateral Flow Testing Kit Assessment in Schools</a>		