

Template risk assessment concerning the hazard:

Transmission of Coronavirus (COVID-19) on the school site (in the context of the full opening of schools planned for September 2020)

Oriel Academy West London

Version: 11.0 [*Update version details after any change to the document*]

Original assessment date: 11th July 2020, **Completed By** Debbie Jackson

Review date: to be reviewed regularly by the Principal in the lead up to and following from the full opening of the school. Scheduled reviews to be no less than on a weekly basis up to 30 September 2020 with additional reviews to follow from any relevant update of government or Trust guidance and any relevant incident occurring in school.

Review dates	Summary of key changes	Recorded By
Review date 1 18.7.20	Amendments made after review by A Lewis (first Rep) and guidance received up to 18/7/20 & document Shared with staff.	D Jackson
Review date 2 28.7.20	LA Schools risk assessment reviewed 28.7.20. Guidance on the use of fans, crockery washing in dishwashers and people who cannot use sanitiser due to skin conditions or religious regions has been added to this document.	D Jackson
Review date 3 17.8.20	Revised according to DFE Guidance dated 7/8/20 & linked documents checked to ensure they are still accurate. Isolation periods increased from 7 to 10 days, pregnancy advice for 28+ weeks when expectant mothers are at greater risk has been included and TA's can be deployed to lead groups & cover lessons.	D Jackson
Review date 4 31.8.20	Addition of Radio's (Walkie Talkies) for Principal, Business Manager, Premises & Welfare Team to aid staff location without crossing bubbles & improve response times. Following Principals meeting as advised by HR the mitigated risk has been reduced from Extreme (5) to Major (4), Total score reduced from 5-10 to 4-8.	D Jackson
Review date 5 23.9.20	Amendment The Principal has advised staff that face coverings can be worn in communal areas outside the classroom where social distancing is not taking place and for contractors to wear them whilst on site. Amendment to who to contact if a positive result is received from PHE to the DFE dedicated helpline run by NHS Business Services Authority. Government advice link added for steps to do when a child is displaying symptoms. Add in note and links for recruitment off staff from overseas during Covid19. Local trip guidance changed – Judicium H&S adviser stated the trip leader should carry ID and a pack detailing the purpose of why they are out of school in case approached by the Police.	D Jackson

	Studybugs introduced to enable parents to easily report symptoms and child's absence to school.	
Review date 6 26.9.20	<p>Change the useage to postal tests held in school as they can now be used by staff who cannot access a test elsewhere, to promote a quicker return to work if a negative result is returned.</p> <p>No play and stay sessions or open mornings / evenings.</p> <p>Avoid in person tours for new admissions but when essential they must be after hours and limited to 1 parent who must social distance and wear a face mask.</p> <p>Updated with reference to version 2.0 template issued by the Trust.</p>	D Jackson
Review Date 7 24/10/2020	<p>Added DFE helpline option for general enquires – Option 3 and changed opening hours for weekend use.</p> <p>From 2.11.2020 all parents/carers have been asked to wear a face covering during drop off and collection times.</p> <p>Updated guidance for shielding may change if the local area alert level reaches tier 3 and risk assessments will be reviewed should this happen.</p> <p>Change in ventilation – windows to remain open but in cooler weather can be used to provide background ventilation and opened fully in breaks to purge the air in the classrooms. Parents will be advised that the children will require jumpers.</p> <p>Year 1 setting changed as the children need more flexibility as they cannot sit forward facing for long periods of time as they missed most of Reception and are struggling settling back into school life.</p> <p>Change in rules relating to isolation following a negative test result.</p> <p>Recruitment – alternative methods to face to face interviews should be considered to minimise visitors to school.</p> <p>Remote Learning will be available for children self-isolating / shielding etc from 22nd October 2020.</p> <p>Vulnerable Child – Add in the need to contact any social workers involved with children & support to access online learning.</p> <p>Local outbreak guidance changed to reflect near advice on tier level alert system.</p> <p>Pregnant staff – remove the reference to The Royal College of Obstetrics & Gynaecology.</p>	D Jackson
Review Date 8 14/11/20	<p>After school sports clubs started after ½ term closed following new guidance received.</p> <p>CEV staff in receipt of shielding guidance letter advised to work from home 9.11.20 – 2.12.20</p>	D Jackson

	Added additional higher risk groups for pregnant members of staff: Ladies over 30 or with BMI of 30+ Risk assessments completed for staff over 60 who did not have risk assessments completed under the CEV,CV, Pregnancy or BAME groups.	
Review Date 9 1/12/2020	Staff classified as CEV can return to work on 2.12.20 in all 2 local restriction tiers.	D Jackson
Review Date 10 16/12/2020	Self-Isolation period reduced to 10 days as per the announcement from the Chief Medical Officer on Friday 11 th December 2020	D Jackson
Review Date 11 11/01/21	National Lockdown / Partial Opening Jan 21. Lateral Flow Testing For COVID19 to be undertaken in school weekly on Mondays. CEV staff advised to shield until 21 st February 21. CEV/CV Risk assessments all reviewed. Year group bubbles created instead of class bubbles. Staff to wear visor and/or masks when interacting with parent/carers. Student arrival / dismissal arrangements changed. Cleaning arrangements reviewed.	D Jackson

Introduction and general risk assessment

This risk assessment specifically addresses the hazard of transmission of Covid-19 on the school site in the particular context of the plans for full re-opening from September with reference to guidance issued by the government on 2 July 2020 and subsequently updated with the latest version dated 17th September 2020.¹

Those affected by the risk are pupils, staff and visitors to the school site.

In assessing the unmitigated risk and the amended risk after implementation of control measures, the following risk matrix is used.

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Assessment of the unmitigated risk

In assessing the unmitigated risk, it has been taken into account that generally across the country the level of incidence of the disease is very significantly lower than it was at its peak in April 2020. Consideration has also been given to the level of incidence in the local authority area within which the school is situated. Accordingly, the likelihood of transmission of Covid-19 on the school site without mitigating measures is considered to be **POSSIBLE (3) / LIKELY (4)**. [a relevant factor is the size of the school]

The severity of any such transmission has to be considered with reference to the fact that while the great majority of incidents of the disease have relatively low level and short term impacts to health, **in a small but not insignificant minority of cases the disease has very significant impact on health, beyond the short term, and can even be fatal**. Accordingly, without mitigating measures the severity is assessed as **EXTREME (5)**.

¹ Available from: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

The unmitigated risk is therefore assessed as **3 or 4 x 5 = 15 or 20**

System of controls and assessment of the mitigated risk

The updated government guidance (17th September 2020) confirms the system of controls to be applied by schools. These have been incorporated in the detailed assessment contained in this document.

Prevention:

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Where recommended, use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate PPE.

Numbers 1 to 5 must be in place in all settings, all the time.

Number 6 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

8. Engage with the NHS Test and Trace process.
9. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
10. Contain any outbreak by following local health protection team advice.

Numbers 8 to 9 must be followed in every case where they are relevant.

On the basis of full implementation of the control measures set out in this document, the risk is considered to be controlled to an extent such that the likelihood of transmission of the disease on the school site is assessed to be **VERY UNLIKELY (1) / UNLIKELY (2)**.

With the full opening of schools, it may not be possible to have the same extent of measures in place, as was possible in the summer term 2020, that enabled those most vulnerable to the disease to avoid coming on to the school site (e.g. by working from home in the support of remote learning). Subject to possible updated guidance from the government and other relevant bodies (e.g. the NJC for Local Government Services) the possibility of vulnerable staff working on the school site needs to be factored into the risk assessment. Even with risks to such staff of working on site managed as carefully as possible, their attendance on site means the severity measure of the assessment will remain high. Accordingly, the severity measure is assessed to be **MAJOR (4)**.

The mitigated risk is therefore assessed as: **1 or 2 x 4 = 4 or 8**

Risk factor	Control measures	Action: by whom / when	Action: completed / continuous / outstanding
<p>A) Attendance on the school site of individuals who are currently infected with Covid-19 and attendance on site of those extremely vulnerable to the disease</p>	<p>1. Promote measures to reduce the likelihood of members of the school community contracting Covid-19 outside the school setting.</p> <p>1.1 Communications to pupils, parents and staff to reinforce public health advice that they should follow outside the school setting.</p> <p>1.2 In relation to travel to attend school, advise that wherever possible, people should avoid public transport and car sharing (other than with fellow household members).</p> <p>Parents to be referred to: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none"> • Promote the walk to school scheme – Consider using rewards such as house point system or a class completion? • Consider arrangements on a 1:1 basis for staff travelling by public transport. Staff member to speak to AL if concerned. • Write to the LA to request temporary school closure signs for the slip road outside school to allow additional safe space for waiting parents / families whilst social distancing. 28.7.20 LA progressing permanent road closure from September 2020 between 8.30am-9.30pm and 2.45-3.45pm. <p>1.3 Staggered start arrangements as set out in note 3, point 1 are intended to help promote safer travel to school arrangements (e.g. by helping to avoid busiest travel periods).</p> <ul style="list-style-type: none"> • Letter to be issued before the start of the Autumn Term covering 1.1, 1.2 and 1.3 • Information to be shared with staff before the end of the Summer Term covering 1.3 <p>1.4 Recruitment - Immigration routes are planned to open in late 2020 for applications to live, work and study in the UK from 1st January 2021.</p> <ul style="list-style-type: none"> • All government guidance must be reviewed before any overseas candidates are considered. Advice is available at: https://www.gov.uk/guidance/recruit-teachers-from-overseas https://www.gov.uk/government/publications/coronavirus-covid-19-initial-teacher-training-itt/coronavirus-covid-19-initial-teacher-training-itt • To minimise visitors to the school, alternative options to face to face interviews should be considered and supported by the DFE. <p>2. Measures to minimise the likelihood of members of the school community who are currently infected coming on to school site.</p>	<p>AL / CB</p> <p>All Staff / AL</p> <p>DJ</p> <p>AL</p> <p>AL</p> <p>AL</p> <p>AL /DJ</p>	<p>Completed.</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Continuous</p>

	<p>2.1 Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent bubbles / groups, and because misuse may inadvertently increase the risk of transmission There may also be negative effects on communication and thus education.</p> <p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, the Principal has the discretion to decide whether to ask staff to wear face coverings.</p> <ul style="list-style-type: none"> The Principal has informed staff that they can wear face coverings in communal areas if they feel compromised due to the lack of social distancing Due to the transmission rates being high in Hounslow the principal has advised that all staff are to wear a visor and/or mask when liaising with Parents/Carers face to face. (EG. welcoming/dismissing the children, handing over FSM packed lunch parcels and any conversations at the gate) PPE Aprons, gloves, visors and/or masks are available for first aiders and people working with SEN children. <p>2.2 Parents will be sent a 'Home School Agreement' guidance letter outlining how the school intends to keep children and staff safe and with the proviso that any pupil not complying with these expectations will not be admitted into school. The Home School Agreement will refer to an updated behaviour policy that will include particular pupil behaviour expectations and associated sanctions to support measures for the avoidance of transmission of Covid-19.</p> <ul style="list-style-type: none"> Details to be included in the letter to parents as identified in Number 1 above. A further letter detailing the the Jan 21 National Lockdown was sent to parent/carers. <p>2.3 Clear and regular communication to parents, pupils and staff to reinforce self-isolation protocols, including the expectation that those with symptoms or living in a household with someone else who has symptoms must not come on to the school site. To include letters home, reminders in class, posters around school site. Communications to parents should refer to relevant government guidance² to ensure they are ready and willing to book a test and self-isolate.</p> <ul style="list-style-type: none"> Details to be included in the letter to parents as identified in Number 1 above. 	<p>AL</p> <p>First Aiders / TA's / LSA's</p> <p>AL/DJ</p> <p>AL</p> <p>AL</p> <p>AL</p>	<p>Completed 21.9.20</p> <p>Continuous</p> <p>Completed 11.1.21</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
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² 'Stay at home' guidance for households with possible or confirmed C-19 infection: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Advice on getting tested: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Test and Trace guidance : <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

	<ul style="list-style-type: none"> Regular reminders to be added to the school newsletters. Posters to be checked / refreshed in readiness for the Autumn Term & Reviewed in Jan 21. Studybugs absence reporting in conjunction with the NHS/PHE/DFE introduced 23.9.20 to enable parents to more easily report children's absence and provide a trail of evidence. <p>Jan 21 – Lateral Flow Testing commenced for school staff on 8/1/21. All staff in school to be tested on a weekly basis – Mondays at the beginning of the new bubbles.</p> <ul style="list-style-type: none"> Training completed by AL, NC, DJ, LE who will then be able to pass on to other senior members of staff. <p>3. Avoid/minimise contact with third party visitors to the school site:</p> <p>3.1 Avoid all visitors to site unless they are providing an essential requirement.</p> <ul style="list-style-type: none"> A protocol document has been developed relating to the control and authorisation of essential visits which will be regularly reviewed. If a site visit is required, all visitors/contractors will be asked to wear face coverings whilst on site. Staff are encouraged to continue using Google Meet for meetings where possible. Educational practitioners / consultants / supply teachers / social workers etc can be allowed access and where possible it is requested that a prior appointment is made and recorded on the school shared diary. 1 Parent only will be allowed on the premises to drop off and collect children but they must observe social distancing and move quickly through the designated 1 way system. With effect from 2nd November all parents/carers have been asked to wear a face covering at drop off and collection times, Parents will only be invited inside the building by prior arrangement and all appointments must be on the school shared diary. No stay & play sessions or open mornings / evenings. Any visitors must follow the schools covid19 guidance and they must sign in providing their name, company and contact telephone number. They must also be informed that we support the NHS Track & Trace service and will pass on their details should it be necessary. New admissions – Carry out virtual tours if possible. If a physical tour is necessary it must take place after school hours and 1 parent only to attend wearing a face mask and observing social distance rules. <p>3.2 Do not approach delivery staff, allow packages to be left on the floor at reception</p>	<p>MB</p> <p>CS/PE</p> <p>DJ</p> <p>SLT / LE</p> <p>SLT / LE</p> <p>AL/DJ</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All staff</p> <p>All Staff</p> <p>All Staff</p> <p>Office Staff</p> <p>MB /SLT</p>	<p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p>
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	<ul style="list-style-type: none"> • Arrangements from partial opening to continue: * Intercom to be used and people to be held at the gate and a member of staff will go to the gate if necessary. * Currently deliveries do not require a signature. <p>4. Manage attendance on site of those who are extremely vulnerable to the disease:</p> <p>4.1 Maintain up to date details of staff who have higher vulnerability to the disease³. For staff in high risk groups where it is possible for them to work at home with insignificant detriment to the school's operations this should be agreed. Where this is not possible, individual risk assessments to be conducted and regularly reviewed to take account of developing guidance issued by the government and other relevant bodies (e.g. NJC for Local Government Services).⁴ The risk assessment will inform if risk can be controlled sufficiently for the employee to work on site. Advice to be sought as necessary from the Trust's HR team.</p> <ul style="list-style-type: none"> • Risk Assessments were completed during partial re-opening for Clinically Extremely Vulnerable, Clinically Vulnerable staff plus staff living with family members in those categories. These were reviewed on 17th August 2020. They will continue to be reviewed regularly and when new / amended guidance becomes available. <p>Shielding measures paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for all staff to return to school but they must maintain social distancing and regular hand washing.</p> <p>New rules from 23/9/20 do not advise anyone to re-start shielding so risk assessments will be reviewed if any concerns are voiced by individuals. Formal shielding maybe re-introduced partially if the local</p>	PE & Office Staff	Continuous
		DJ	Continuous

³ The Aspirations Academies Trust considers that in addition to those staff who meet the government's definition of 'clinically extremely vulnerable' (i.e. those who have been subject to 'shielding') and 'clinically vulnerable', staff who are of a BAME group and/or are male aged 55 and above also have higher vulnerability to Covid-19 and therefore should also have an individual risk assessment undertaken.

Furthermore, section 7 of 'Staying alert and safe (social distancing)' sets out the government's general position concerning those identified as clinically vulnerable, including pregnant women. This guidance is available from: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The guidance for the full reopening of schools (see footnote 1) also has relevant details in the section 'School workforce'.

⁴ As at 4 September 2020, the following guidance is relevant to those identified as clinically extremely vulnerable who have been subject to 'shielding' <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Furthermore, section 7 of 'Staying alert and safe (social distancing)' sets out the government's general position concerning those identified as clinically vulnerable, including pregnant women. This guidance is available from: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The guidance for the full reopening of schools (see footnote 1) also has relevant details in the section 'School workforce'. Furthermore, section 7 of 'Staying alert and safe (social distancing)' sets out the government's general position concerning those identified as clinically vulnerable, including pregnant women. This guidance is available from: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The guidance for the full reopening of schools (see footnote 1) also has relevant details in the section 'School workforce'.

	<p>area becomes a tier 3 high level and risk assessments will be reviewed should this happen.</p> <p>Shielding re-introduced from 9th November to 2nd December 2020 for Clinically Extremely Vulnerable people but not relatives of CEV people who are still expected to attend school / work – 1 staff members received government letter and was instructed to work from home with immediate effect and follow the guidance on letters received.</p> <p>Guidance dated 26th November confirms that CEV people can return to the workplace on a daily basis in all 3 local restriction tiers. If Hounslow becomes a tier 3 high alert level, consideration will be given to flexible work hours / working from home.</p> <ul style="list-style-type: none"> Risk Assessments for CEV, CV, BAME & people living with CEV relatives reviewed fully in Jan 21 as the country went into a National lockdown and will continue to be reviewed monthly. <p>Jan 21 – Government re-introduced shielding for CEV members of Staff.</p> <p>Staff who are pregnant</p> <p>Pregnant staff are in the ‘clinically vulnerable’ category and are generally advised to follow the advice which applies to all staff in schools.</p> <p>Pregnant staff at greater risk of requiring hospital treatment are: Women over 35 years Women with a BMI over 30 Women with existing medical conditions</p> <p>Pregnant staff over 28 weeks gestation or with underlying health conditions and or Black/Asian or ethnic minority groups may be also be at greater risk..</p> <ul style="list-style-type: none"> Risk Assessment were completed during partial re-opening and reviewed on 14th August 2020. They will continue to be reviewed regularly but especially at 28 weeks when the pregnancy risks increase and appropriate action will be decided. <p>2 pregnant members of staff will be removed from classroom teacher at 28 weeks and 1 of these who is also BAME has been allowed to work at home.</p> <ul style="list-style-type: none"> Pregnant staff must maintain 2m social distance and practice good respiratory and hand washing hygiene. PPE Gloves & masks are available If this cannot be followed. DJ has taken a mental first aid course and is the nominated person should anyone feel anxious and want to discuss their concerns / fears. DJ completed the Place 2 Be mental health champions introduction course. <p>4.2 In conjunction with 4.1, assess staffing requirements to</p>	<p>DJ</p> <p>DJ</p> <p>DJ</p> <p></p> <p>DJ</p> <p>DJ</p> <p>Staff Member / DJ</p> <p>DJ</p> <p>DJ</p>	<p>Continuous</p> <p>Completed</p> <p>Completed</p> <p></p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p>
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	<p>identify if measures are necessary to bring in additional support for the school to operate effectively and safely. Refer to guidance on 'supply teachers and other temporary or peripatetic teachers' referred to in the DfE 'full opening' document (footnote 1).</p> <ul style="list-style-type: none"> Supply teachers are included in 3.1 above and a log of which bubbles / classes they enter whilst at Oriel must be maintained. Teaching Assistants can be deployed to lead groups or cover lessons under direction of a nominated teacher. <p>4.3 Consider the needs of pupils who have been identified as having higher vulnerability to Covid-19 or live in a household with someone who does. The government guidance referred to in footnote 1 sets out that the majority of these pupils should be able to return to school in September but notes some may need to discuss their care with their health professional before returning. Remote learning should be provided for pupils who cannot return due to clinical or public health advice.</p> <ul style="list-style-type: none"> During the partial opening 2 children in Year 1 were absent as they reported to be living in a shared house with a family member in receipt of a shielding letter and should be contacted on first day call if they do not return in September. <p>Similar situations in other year groups is not known so first day call 1 September is very important.</p> <p>4.4 Communication with parents/carers who are particularly vulnerable to the disease to advise caution on coming on to the school site.</p> <ul style="list-style-type: none"> 1 child moving up to Year 5 is known to have had cancer treatment in 2020. <p>* DJ contacted family w/c 13/7/20 to inform the family that the child is expected to end school in September after shielding ends. The Mum said she will take advice from the hospital. prior to the first day of term.</p> <p>* The family should be contacted if the child does not return to school in September to see if they have taken advice and/or coordinate with the school news for advice.</p> <ul style="list-style-type: none"> When a vulnerable child is asked to self-isolate, schools should notify their social worker (if they have one) and then agree with the social worker the best way to maintain contact and support the vulnerable child. Schools should also check if the vulnerable child is able to access remote education support, to support them access it (as far as possible) and to regularly check if they are doing so. 	<p>Office Staff</p> <p>AL</p> <p>ML</p> <p>DJ</p> <p>ML</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
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Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding
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<p>B) Spread of infection of Covid-19 on school site</p> <p><i>Measures taken in relation to (A) above should minimise the number of infected individuals coming on to site but will not eliminate the possibility of this happening.</i></p> <p><i>General measures identified against (B) are to minimise the likelihood of any infected individual who is on site infecting others at school.</i></p> <p><i>The general measures in (B) are cross-referred to more detailed measures below.</i></p>	<ol style="list-style-type: none"> 1. Reinforce expectations of good hygiene: See <i>note 1</i> for details 2. Site cleaning measures: See <i>note 2</i> for details 3. Management of access/egress to site including arrangements for the start/end of the school day: See <i>note 3</i> for details 4. Management of classroom environment: See <i>note 4</i> for details 5. Manage movement around school site and use of communal areas, e.g. dining area, playground, toilets, staff room: See <i>note 5</i> and <i>note 6</i> for details 6. Manage cases of individuals on site who are showing symptoms of Covid-19: See <i>note 7</i> for details 7. Manage response to any infection: See <i>note 8</i> for details 		
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<p>C) Risk of infection in the course of travel undertaken as part of school operations (e.g. school trips, staff attending off-site training, meetings, etc.)</p>	<ol style="list-style-type: none"> 1. No travel is to be undertaken as part of school operations unless approved by SLT member as absolutely essential with risk factors appropriately considered. Refer to guidance on 'Educational visits' referred to in the DfE 'full opening' document (footnote 1). <ul style="list-style-type: none"> • School trips and local visits to school are allowed but must be fully considered and discussed with the Principal prior to bookings. (No public transport or coaches to be used) <p>Specific consideration must be given to how the trip leader responds to a person who develops coronavirus symptoms whilst on the trip and any implications this has on others. Eg. Do they travel back on the coach with the rest of the school or will they be allowed to use public transport?</p> <p>If undertaking local trips (walking distance). The trip leader should wear ID and have a pack detailing why they are out of school incase they are approached by the police and if this happens they should report the conversation to the Business Manager / Principal on their return.</p> <ul style="list-style-type: none"> • Residential trips are not allowed but will be reviewed depending on government guidance received. • Staff travel must be pre-agreed with the Principal 	<p>AL / DJ</p> <p>Trip Leader In Charge</p> <p>AL / DJ</p> <p>AL</p>	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p>
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<p>D) Extent of Covid-19 infections in the local area/region</p>	<ol style="list-style-type: none"> 1. Plans for the full opening of schools are made in the expectation of the extent of Covid-19 in the community being greatly lower than was the case when lockdown measures were implemented by the government. 2. For individuals or groups of self-isolating pupils, remote 		
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	<p>education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>3. The tiers of restriction for education and childcare, summarised in annex 3 of the contain framework and in guidance on higher education, work alongside the COVID alert level framework. At all local levels, the expectation is that education and childcare provision should continue as normal. The government has been very clear that limiting attendance at schools and other education settings should only be done as a last resort, even in areas where a local alert level is 'high' or 'very high'. Decisions on any restrictions necessary in education or childcare settings are taken separately on a case by case basis in the light of local circumstances, including information about the incidence and transmission of COVID19.</p> <ul style="list-style-type: none"> • Government and LA guidance will be reviewed regularly and action taken as necessary in consultation with our trust CEO, Mrs M Lancy. • If necessary, the school may need to enter into partial or full closure in the future and if this occurs the school will revert back to a home learning environment using Google Classroom. 	<p>AL / DJ</p> <p>AL / DJ & Classroom Staff</p>	<p>Continuous</p> <p>Continuous</p>
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<p>Note 1: Referring to Risk Factor (B)</p> <p>Control measure: Reinforce expectations of good hygiene</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<ul style="list-style-type: none"> • Regular re-enforcement of the following guidance through communications home, reminders in class, posters in prominent places, etc. • Foot operated hand sanitizer unit provided by gate for adults entering the stie. • Wash hands regularly using soap and water for at least 20 seconds adopting hand washing technique recommended by NHS. • In addition to regular washing of hands, hands to be washed in advance of meal time and before/after using toilet facilities. • Use alcohol-based hand sanitiser if soap and water is not available. <p>Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be supervised to go to a sink to use soap and water.</p> <ul style="list-style-type: none"> • Avoid touching face/eyes/nose/mouth with unwashed hands. • Cover coughs and sneezes with a tissue then throw it in the bin (or cough/sneeze into elbow if tissue not immediately available). • Tissues provided for each class and to be monitored and replenished regularly. • Provide additional hand washing facilities to the usual welfare facilities if a large spread out site. • Regularly clean the hand washing facilities and check soap and sanitiser levels. • Soap / hand sanitizer / tissues provided for each class and to be monitored and 	<p>DJ</p> <p>PE / Noonan's</p>	<p>Completed</p> <p>Continuous</p>

<p>replenished regularly.</p> <p>* Classroom wall soap dispensers ordered 10.7.20, received and installed</p> <ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Lidded bins across the school are to be emptied throughout the day and cleaned at the end of each day. • * Additional lidded bins have been purchased for communal areas and offices. • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • PE & Noonan's staff to monitor and replenish as appropriate when school is open. • Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. • Children will be supervised when visiting the toilets in smaller bubbles to ensure they are socially distancing themselves from other class bubbles. • Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. • All windows and doors where possible will remain open to aid ventilation. In cooler weather windows should be open just enough to provide constant background ventilation and opened fully during breaks to purge the air in the space. • Parents will be advised that the windows will remain partially open during the cooler months and jumpers will be required with a link provided to the school uniform shop • Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and because they blow horizontally across the room and across people's faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance. • All hand dryers will be disconnected. 	DJ / PE	Continuous
	PE	Completed
	PE / Noonan's	Continuous
	DJ	Completed
	PE / Noonan's	Continuous
	TA's	Continuous
	All Staff	Continuous
	DJ	Completed
	All Staff	Continuous
	PE	Completed

Note 2: Referring to Risk Factor (B)	Action: by whom / when	Action: completed / ongoing / outstanding
Control measure: Site cleaning measures		
<p>Daily cleaning</p> <p>1. Arrange additional cleaning to take place during the course of the school day, particularly:</p> <ul style="list-style-type: none"> • Toilet/bathroom facilities (particularly door handles, locks, the toilet flush and taps) • Regularly clean common contact surfaces in reception and common areas e.g. telephone handsets, desks, particularly during peak flow times. • Areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices. • Negotiate with Noonan's the transfer of a cleaner from an evening duty to a daytime duty to enable a daily regular cleaning regime in school including toilets and regularly touched surfaces without being detrimental to the evening clean. <p>Guidance states an extra 30 mins should be arranged per 100 children. 5 Hours</p>	DJ	Completed – Starting 7 Sept 20

<p>4. Clean and disinfect and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> ● Objects which are visibly contaminated with body fluids ● All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.</p> <p>5. When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> ● Disposable cloths, or ● Paper rolls and disposable mop heads <p>6. When cleaning and disinfecting, use either</p> <ul style="list-style-type: none"> ● A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine ● A household detergent, followed by a disinfectant with the same dilution as above ● An alternative disinfectant, that's effective against enveloped viruses <p>7. Make sure all cleaning staff:</p> <ul style="list-style-type: none"> ● Wear disposable gloves and apron ● Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, it may be necessary to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p>	<p>No 4 – 7 Noonan's / LE /PE</p>	<p>Continuous</p>
<p>8. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>9. Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p> <p>10. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p>	<p>No 8 - 10 LE</p>	<p>Continuous</p>
<ul style="list-style-type: none"> ● Soft furnishings & toys in classrooms to be remain in storage as per partial re-opening risk assessment. 	<p>Classroom Staff</p>	<p>Completed</p>
<p>11. Dispose of any items that are heavily soiled or contaminated with body fluids.</p>	<p>LE / PE</p>	<p>Continuous</p>
<p>12. Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full.</p> <ul style="list-style-type: none"> ○ Place these bags in a suitable and secure place away from children and mark them for storage. Wait until you know the test results to take the waste out of storage. ○ If the individual tests negative, put the bags in with the normal waste. ○ If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. ○ If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either: 	<p>LE / PE</p>	<p>Continuous</p>

<ul style="list-style-type: none"> - The local waste collection authority (if they currently collect your waste) <p>or</p> <ul style="list-style-type: none"> - A specialist clinical waste contractor - <p>13. Ensure adequate supplies of cleaning resources including relevant items of PPE.</p> <ul style="list-style-type: none"> • Daily site walks to take place by Cleaning Supervisor and / or Site Manager / Business Manager to ensure high levels of cleanliness are being achieved. • Weekly monitoring of cleaning supplies to ensure essential stock levels are maintained. 	<p>DJ / PE & Noonan's</p> <p>DJ / PE & Noonan's</p>	<p>Continuous</p> <p>Continuous</p>
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<p>Note 3: Referring to Risk Factor (B)</p> <p>Control measure: Management of access/egress to site including arrangements for the start/end of the school day</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Implement staggered start and finish times to reduce numbers arriving at any one time and thereby reduce congestion and contact. This measure is also intended to support in wider public transport arrangements.</p> <ul style="list-style-type: none"> • To be included in parental communication identified in Section A Point 1 <p>2. Establish and clearly communicate rules for the school community (including parents doing drop offs) to observe at the beginning and end of school day to support social distancing and the safe removal of face coverings worn on the journey to school (in accordance with the requirements set out in the 'full opening' guidance referred to in footnote 1).</p> <ul style="list-style-type: none"> • To be included in parental communication identified in Section A Point 1 • Also included in letter regarding partial opening in Jan 21 national lockdown <p>3. Monitor site entry/departure points to best ensure social distancing – consider changing the number of entry/departure points in use, either increase to reduce congestion or decrease to enable monitoring with fewer staff.</p> <ul style="list-style-type: none"> • Implement a 1 way system around the outside of the building, moving towards the left from the gate through the staff carpark, infants playground, KS2 playground and back through the usual visitors car park. • Entry /Exit points reviewed in Jan 21 – Due to partial re-opening children will enter and exit via the school gate due to reduced numbers and parents will not be welcomed into the school grounds. <p>4. Staff monitoring entry/departure points to query any arrival clearly showing symptoms, advising those individuals to step aside to enable safe and socially distanced communication away from others arriving/departing.</p> <ul style="list-style-type: none"> • Site Manager to be on the gate with the Principal. Other SLT members, Business Manager, Welfare Officer and Teaching Assistants to be spread evenly though the one way system. • Jan 21 – children will be welcomed by SLT at the school gate. <p>5. Arrangements for reception areas that are not screened to be reviewed to ensure that safe social spacing can be ensured or otherwise screening put in place.</p>	<p>AL</p> <p>AL AL</p> <p>AL</p> <p>AL</p> <p>SLT / DJ</p> <p>SLT</p>	<p>Completed</p> <p>Completed Completed</p> <p>Continuous Temporarily Changed</p> <p>Continuous</p> <p>Continuous Temporarily Changed</p> <p>Continuous</p>

<ul style="list-style-type: none"> Visitors only allowed access if appointments booked and known in advance unless emergencies. Reception window to remain closed where possible and only opened partially if required and staff must step back to observe a distance from the opening. <p>6. Remove or disable entry systems that require skin contact e.g. fingerprint scanners.</p> <ul style="list-style-type: none"> An electronic register will be kept by the admin team and stored in the shared drive or on the Google Calendar including contact details. <p>7. Require all to wash or clean their hands before entering or leaving the site.</p> <ul style="list-style-type: none"> Hand sanitizer is available for visitors entering the site via foot operated sanitizer unit at gate or bottled sanitizer in reception and they are to be directed to the nearest washroom to wash their hands before moving around the building. <p>8. Allow plenty of space (where possible, two metres) between people waiting to enter site.</p>	No 5-8 Office Staff	Continuous
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<p>Note 4: Referring to Risk Factor (B)</p> <p>Control measure: Management of classroom environment</p>	Action: by whom / when	Action: completed / ongoing / outstanding
<p>1. Allocate pupils to groups ('bubbles') with reference to guidance in the DfE 'full opening' document (footnote 1) as part of a strategy to minimise contacts and mixing and maintain distance between individuals.</p> <ul style="list-style-type: none"> Children will remain in their classes (30 children) but will belong to a larger year group bubble for arrival / departure, break times and lunch times. Jan 21 – Children will be in year group bubbles during the partial open in the national lockdown. <p>2. To support in the circumstances referred to in note 8, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>3. Assess number of pupils to be using each classroom and arrange layout of room to:</p> <ul style="list-style-type: none"> maximise social distancing between pupils minimise pupils facing one another maximise social distancing between staff and pupils Children to sit on tables of 2 in classrooms, in rows forward facing. <p>* Additional tables for Year 1 have been ordered and received.</p> <ul style="list-style-type: none"> Seating plans are to be in place in each bubble/class and children should where possible should sit in the same pairs. October 2020 - Year 1 are changing their setting as the children are unable to sit forward facing for long periods of time and are struggling settling back into 	<p>Everyone</p> <p>SLT</p> <p>PE / Classroom Staff</p> <p>DJ</p> <p>Classroom Staff</p> <p>Year 1</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Continuous</p> <p>Review 1/1/21</p>

<p>school life as they have missed so much time in Reception they have regressed and need the flexibility of the reception style setting to re-establish routines. They will work towards a forward facing environment in the remained of the Autumn Term.</p>		
<p>4. Regular reminders in lessons of the rules relating to social distancing and hygiene expectations (see note 1 point 1).</p>		
<p>5. For individual and frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p>		
<ul style="list-style-type: none"> Individual named packs are being issued to all children. 	<p>MB / SG & Classroom Staff</p>	<p>Completed</p>
<ul style="list-style-type: none"> Adults should keep their own stationery separated from that of the children. 	<p>Classroom Staff</p>	<p>Continuous</p>
<ul style="list-style-type: none"> Shared classroom resources are to be cleaned by the classroom staff regularly as per Note 2, Item 3. 	<p>Classroom Staff</p>	<p>Continuous</p>
<ul style="list-style-type: none"> Exercise books for 19/20 will be transferred to the children's new class in September 2020. 	<p>Classroom Staff</p>	<p>Completed</p>
<ul style="list-style-type: none"> Marking of work / books is allowed as the books will be within the bubble. 	<p>Classroom Staff</p>	<p>Continuous</p>
<ul style="list-style-type: none"> Books can be used and taken home by both staff and children. 		
<ul style="list-style-type: none"> Playdoh, sand and soil cannot be used. 	<p>Classroom Staff</p>	<p>Continuous</p>
<p>6. Pupils to be reminded regularly that if they are feeling ill they should make a staff member aware.</p>		
<ul style="list-style-type: none"> Sick children must be accompanied around the school and handed over to the Welfare Officer or designated first aider on duty. 	<p>Everyone</p>	<p>Continuous</p>
<p>7. Assess and address specific needs and associated risks relating to individual pupils who are more vulnerable to Covid-19 and/or pose a higher risk of transmitting the disease.</p>		
<ul style="list-style-type: none"> Care plans will be put in place for the any children known to be vulnerable and any others that are identified and any if we are notified of any positive result we will share this information (No names) with the families. 	<p>LE</p>	<p>Continuous</p>
<ul style="list-style-type: none"> Risk assessments in place for children with EHCP's 	<p>AB</p>	<p>Completed</p>
<p>8. Enhance cleaning of classrooms rooms (refer to note 2).</p>		
<p>9. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal (refer to note 2, point 3).</p>		
<p>10. Establish arrangements for Wraparound Care including observing KS1 and KS2 separated bubbles including the following:</p> <p>Meal arrangements, drop off / collection time / emergency contact details.</p>	<p>DJ</p>	<p>Completed</p>
<ul style="list-style-type: none"> Notify parents of new arrangements. 		
<ul style="list-style-type: none"> Oct 20 – Afterschool Club closed due to limited numbers – parents notified 	<p>DJ</p>	<p>Completed</p>
<ul style="list-style-type: none"> Jan 21 – Breakfast Club times changed due to partial opening – Parents notified. 	<p>AL</p>	<p>Completed</p>

Note 5: Referring to Risk Factor (B) Control measure: Manage movement around school site	Action: by whom / when	Action: completed / ongoing / outstanding
<p>1. Minimise and control movement/congregation in corridors and other communal areas such as playground, dining area and toilets, for example through:</p> <p>1.1 basing pupils in one classroom throughout the day with one particular teacher.</p> <p>1.2 stagger break periods and students to socialise only with those from their own class.</p> <ul style="list-style-type: none"> • Children will be taken to and collected from their designated year group bubble area by the classroom staff at the appointed times. • Staff must be prompt and stick to the agreed times. <p>1.3 put line markings in place in areas where queuing is expected to give clear indication of the appropriate measure for social distancing (where possible, 2 metres) to include corridors and reception area.</p> <ul style="list-style-type: none"> • 2m social distancing tape must remain in place from the previous pre-opening risk assessment. <p>1.4 Where possible, cease use of communal areas, e.g. by assemblies not taking place, libraries and communal teaching/staff spaces being closed. For those communal areas continuing to be used control numbers entering the area at any one time.</p> <p>2. Where possible, avoid closed doors (note, this is not possible for fire doors).</p> <p>3. Keep under regular review the expectations about the use of face coverings by pupils in years 7 and above in communal areas outside the classroom.⁵</p>	<p>Classroom Staff</p> <p>Classroom Staff</p> <p>PE</p> <p>AL/DJ</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p>

Note 6: Referring to Risk Factor (B) Control measure: Manage use of communal areas, e.g. dining area, playground, toilets and staff room	Action: by whom / when	Action: completed / ongoing / outstanding
<ul style="list-style-type: none"> • Pupils should be required to stay on school site and not use local shops. • Dedicated eating areas should be identified on site to reduce food waste and contamination. • The large & Small hall will be used for the consumption of school meals & packed lunches. (Year 5 only will use the small hall) • Staff will be issued a designated staffroom and washroom to use for break & lunch times. * Crockery and eating utensils are cleaned in between use in a dishwasher or sterilising sink, guaranteeing sterilisation at a higher temperature. DJ ordered a dishwasher for the downstairs conference room kitchen. * Chairs to be reduced and staff to be encouraged to observe 2m social distancing. 	<p>AL</p> <p>All Staff</p> <p>DJ PE</p> <p>PE</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p>

⁵ As per the government guidance referred to in footnote 1, if the area in which the Academy is based becomes subject to a local lockdown or restrictions, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside the classroom when moving around communal areas where social distancing is difficult to maintain (e.g. corridors). Where a local lockdown or restrictions do not apply, the use of face coverings outside the classroom is subject to local determination (other than specific circumstances such as set out in note 7, point 4 of this risk assessment where PPE *must* be used).

<ul style="list-style-type: none"> • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used when entering and leaving the area. • Layout areas to best support social distancing and to avoid pupils facing one another while eating. • Children to sit on tables and wait to be directed to collect their food to minimise the risk of social distancing whilst queuing. • Children to sit in rows forward facing. • Tables should be cleaned between each use. • Edwards and Ward's will clean tables & seats between bubbles / year groups in the large lunch hall. The SMSA in charge will be responsible for cleaning in the small hall. • All rubbish should be put straight in the bin and not left for someone else to clear up. • All rubbish from packed lunches is to be taken home, as per our usual arrangements. • Children should be encouraged to scrape their own dinner plates to minimise the risk of contamination from plates, cutlery etc. • All areas used for eating must be thoroughly cleaned at the end of each break, (see note 2, point 1). • Edwards and Ward' will clean tables & seats after service in the lunch hall before they are stored away. 	SMSA's	Continuous
	SMSA's	Continuous
	Edwards & Ward / SMSA	wraparpim Continuous
	SMSA's	Continuous
	SMSA's	Continuous
	Edwards & Ward	Continuous

<p>Note 7: Referring to Risk Factor (B)</p> <p>Control measure: Manage cases of individuals on site who are showing symptoms of Covid-19</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>This section was originally drafted with reference to the 'Coronavirus (Covid-19: implementing protective measures in education and childcare settings' (issued by the DfE, 1 June 2020) and also the 'opening fully' guidance referred to in footnote 1. Subsequently (from 28 August 2020) the government confirmed that the 1st June guidance had been withdrawn and that the 'opening fully' guidance remained applicable. The DfE daily email of 8 September referred to a new government guidance document available from the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomtic_children_action_list_SCHOOLS_FINAL_17-09.pdf</p> <p>The DfE helpline can be contacted for advice by anyone showing symptoms and wants further advice: Phone: 0800 046 8687 Listen to the options and select that which is most suitable to our setting.</p> <p>Further advice is also available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf</p> <p>Emergency help can be obtained from 111 or https://111.nhs.uk/COVID-19</p>		

<ul style="list-style-type: none"> The school has a small supply of postal test kits that can be used in the exceptional circumstance that an individual becomes symptomatic and there are barriers to accessing testing elsewhere. Access to these tests will help symptomatic staff who test negative, and are not close contacts of confirmed cases, to get back to work as soon as they feel well enough. <ol style="list-style-type: none"> Pupils, staff and other adults are advised not to come into school if they have covid19 symptoms or have tested positive in at least the last 10 days. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) they must be sent home and advised to follow government 'staying at home' guidance which sets out they should self-isolate for at least 10 days and should make arrangements for a test (see footnote 2 for links to the relevant government guidance documents). <ul style="list-style-type: none"> If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. <ul style="list-style-type: none"> Sick children will be taken to and dismissed at the school gate. If a child is being dismissed with suspected Coronavirus the parent / carer is to be advised to take the child for testing. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. <ul style="list-style-type: none"> Sick children should use the disabled toilet only accompanied by first aider. Staff must only use the adult's toilets in school, especially Males on the ground floor who must use the male toilet upstairs. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found from the following link: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any member of staff has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they 	<p>DJ</p> <p>No 1 – 7 LE / SG & First Aiders</p> <p>LE / PE / Noonan's</p>	<p>Continuous Replenishment</p> <p>Continuous</p> <p>Continuous</p>
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<p>develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace or the local PHE health protection team.</p> <p>8. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>9. The area around the person with symptoms must be disinfected after the person with symptoms has left to reduce the risk of passing the infection on to other people (see note 2, points 4-12 relating to the cleaning of areas where there has been a suspected case of Covid-19).</p> <ul style="list-style-type: none"> The Trust has provided a template letter for use by all its schools. <p>10. Ensure adequate availability of relevant items of PPE to staff who may need to use it and that they have had instruction and have access to guidance on how to use it correctly.</p>	<p>LE / DJ</p> <p>JR</p>	<p>Continuous</p> <p>Completed Email 16/9/20</p>
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<p>Note 8: Referring to Risk Factor (B)</p> <p>Control measure: Manage response to any infection</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>The following to be updated in line with any change to government guidance set out in the document referred to in footnote 1. Further government guidance issued in September for schools is also a point of reference: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomic_children_action_list_SCHOOLS_FINAL_17-09.pdf</p> <p>Where someone who has attended the site tests positive for Covid-19</p> <ol style="list-style-type: none"> On being notified that someone who has attended the site has tested positive, immediate contact the Department for Education Coronavirus (Covid19) Helpline which is delivered by NHS Business Services Authority in collaboration with Public Health England and The Department for Education. <p>The helpline is available to answer questions relating to education and children's social care, staff, parents and young people can contact this helpline by calling:</p> <p>Phone: 0800 046 8687 Selection Option 1 to report a positive case and Option 3 for general advice / enquires</p> <p>Opening Hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 6pm</p> <ol style="list-style-type: none"> If, following triage, further expert advise is required the adviser will escalate your call to the PHE local health protection team (HPT) The advice service (or HPT if escalated) will work with the Academy to carry out a rapid risk assessment and identify appropriate next steps. The local public health team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace With support from the advice service (or HPT), identify close contacts of the symptomatic individual. 	<p>No 1 – 9 DJ</p>	<p>Continuous</p>

<ul style="list-style-type: none"> • In consultation with the DFE helpline, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. • If our local area sees a spike in infection rates that is resulting in localised community spread, decisions will be made on what measures to implement to help contain the spread. The government will be involved in decisions and will support individual schools and colleges to follow the health advice. <p>Further consideration should be given to the following:</p> <ul style="list-style-type: none"> • Local area hotspots if known • Home addresses for staff and children as I know some people/families do travel in from the surrounding towns. • Family connections of anyone living in identified areas in case they have been socialising. • Travel arrangements for staff who may have to travel through any affected areas by public transport.. • Visitor restrictions especially LA consultants / contractors who may be moving between schools/towns. • Liaison / CPD etc if any planned within the LA community. • With effect from 22nd October 2020 in case of the need of wider impacting self-isolation measures, the school will have contingency plans in place to continue education on a remote basis and these should meet the same expectation as those for any pupils who cannot yet attend school at all due to Covid19. 	All Staff	Continuous
<ul style="list-style-type: none"> • Radio Walkie Talkies to be introduced for Principal, Business Manager and Premises / Welfare staff. <p>This will enable staff to be located without the need for other staff to cross bubbles searching for them and improve reaction / response times.</p>	DJ	Completed