

## Leominster Primary School Risk Assessment for Covid-19 and full school opening

**Risk Assessment completed by** Helen Rees / Helen Lynch, 31<sup>st</sup> August 2021

**Job Title:** Headteacher

**Date of Risk Assessment Reviews:** October 4<sup>th</sup> 2021

*The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.*

*The Governments priority is for us to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.*

Area of concern	Hazard	Persons at risk	Risk management	Responsible Person	Planned completion date	Line manager check
The school lapses in following national guidelines and advice, putting everyone at risk	The school's approach is not robust and in line with recent information	Pupils, staff, parents	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> <li>The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly.</li> <li>Information on the school website is updated.</li> <li>Pupils updated via classrooms as necessary.</li> <li>Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</li> </ul> As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	Headteacher SBM  Admin. Staff Class teachers HT Admin staff	Ongoing	HT ongoing
Poor communication with parents and other stakeholders	Parents and other stakeholders are not aware of	Pupils Staff Parents	<ul style="list-style-type: none"> <li>All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.</li> </ul>	HT Class teachers	1.09.21 and ongoing	HT ongoing

	systems, processes and requirements, thereby acting unsafely		<ul style="list-style-type: none"> <li>Headteachers to share risk assessment with all staff.</li> <li>Parents notified of risk assessment plan and shared with parents via website.</li> </ul> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	Admin. staff		
Lack of awareness of policies and procedures	Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely	Pupils Parents Staff	<ul style="list-style-type: none"> <li>School leaders will ensure that all policies impacted on by coronavirus controls are updated.</li> <li>All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy</li> <li>Infection Control Policy</li> <li>First Aid Policy</li> <li>Intimate care policy</li> <li>Behaviour policy</li> <li>Outbreak management plan</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>The Health Protection (Notification) Regulations 2010</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE and PHE (2021) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)'</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus via email and meetings.</li> <li>Staff are given government advice regarding how to put on, take off and dispose PPE.</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> </ul>	FSM SBM  All staff   All staff   HT AHTs SBM HT  HT  HT		HT

			<ul style="list-style-type: none"> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via staff on the morning of the 6th September 2021. All are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>Regular electronic briefing issued to staff.</li> </ul> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	CTs  HT	6.9.21  Ongoing	
Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable	Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects	Staff Families	<ul style="list-style-type: none"> <li>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend work unless advised by NHS or specialised staff not to</li> </ul>	HT		HT
Children who have been classed as "clinically vulnerable"	Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects	Pupils	<ul style="list-style-type: none"> <li>Children who have been classed as "clinically vulnerable" can attend school</li> </ul>	HT		HT
Staff who have been classed as "clinically vulnerable" or extremely clinically vulnerable	Persons classed as "clinically vulnerable" or extremely clinically vulnerable are more at risk from Covid-19 effects	Staff	<p>Staff who are clinically vulnerable can come in and follow the same guidelines as all staff. Staff who are extremely clinically vulnerable can come in and individual risk assessments are agreed.</p> <ul style="list-style-type: none"> <li>Letter to staff to self-identify re. pregnancy</li> <li>Record of staff who have been fully vaccinated and staff who have not will be identified during a positive case and told to self-isolate if needed.</li> <li>Staff who are breast feeding or pregnant (before 28 weeks) can come into school and an individual risk assessment is agreed.</li> <li>Staff who are 28 weeks+ or have an underlying health condition will be individually assessed and appropriately be re-deployed when social distancing cannot be maintained. Where suitable adjustments can't be made and there is no alternative work, they will work from home.</li> <li>Any staff who newly become CEV must fill in a form and identify themselves to Headteachers. Email sent to all staff.</li> <li>CV and CEV staff who attend must follow the system of controls in place in the school.</li> </ul>	HT  HT  HT  HT  HT  HT		HT

Children who have been classed as extremely clinically vulnerable	Persons classed as “extremely clinically vulnerable” are more at risk from Covid-19 effects	Pupils	<ul style="list-style-type: none"> <li>Children must attend school unless GP or specialist clinician has advised otherwise.</li> </ul>	HT		HT
Children who live with someone who is clinically extremely vulnerable or clinically vulnerable	Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects	Families	<ul style="list-style-type: none"> <li>Pupils who have family members who are CEV can attend school.</li> </ul>	HT		HT
Persons entering the site with Covid-19 symptoms	Transmission to the school community	Pupils Staff	<p>Staff and pupils must not attend school if:</p> <ul style="list-style-type: none"> <li>they have one or more coronavirus symptoms</li> <li>they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>if advised by NHS Test and Trace to do so</li> </ul> <p>Parents, pupils and staff are aware that they must not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>the start of their symptoms</li> <li>the test date if they did not have any symptoms but have had a positive test (LFD or PCR test), <ul style="list-style-type: none"> <li>Letter to remind parents/carers</li> <li>Staff induction meeting</li> <li>Notice at school entrance</li> </ul> </li> </ul>	HT HT  Admin. staff  All staff		HT
Spread of covid-19 through lack of hygiene	Transmission to the school community	Pupils Staff	<ul style="list-style-type: none"> <li>Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school.)</li> <li>Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when changing rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered.</li> <li>Sinks available in majority of classrooms, sinks in toilets available.</li> </ul>	Admin. Staff  CTs TAs	All ongoing	HTs AHTs SBM  ongoing

			<ul style="list-style-type: none"> <li>• Soap, sanitiser, paper towels, bins, wipes available in classrooms and toilets and replenishment checks carried out.</li> <li>• Alcohol based sanitiser (that contains no less than 70% alcohol) available. Children are reminded of correct hand washing techniques.</li> <li>• Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe.</li> <li>• Pupils do not bring resources or equipment from home apart from lunch boxes, hats, coats, books, bags, stationary and mobile phones.</li> <li>• Staff clean ipads prior to and after use.</li> <li>• Shared telephone handsets to be wiped before and after use.</li> <li>• Staff to bring in their own cups and utensils.</li> <li>• If bodily fluids come into contact with classroom equipment or items, ensure that PPE (gloves, apron, mask and eye protection) are used to remove the piece before it is thoroughly cleaned.</li> <li>• Cleaning products for staff to clean communal products such as kettles and microwaves in staff room and kitchen with instructions displayed.</li> </ul> <p>Children and staff follow good respiratory hygiene using the “catch it, bin it, kill it” approach (use a tissue or elbow to cough or sneeze, use bin for tissue waste, avoid touching face)</p> <ul style="list-style-type: none"> <li>• Tissues available in classrooms.</li> <li>• Lidded bins.</li> <li>• Bins cleared through the day.</li> <li>• Children and staff are encouraged not to touch their faces and staff. regularly discuss/ demonstrate good respiratory hygiene processes with the children.</li> <li>• Children are encouraged to adopt good hygiene practice through games and repetition.</li> <li>• Cleaning rooms daily</li> <li>• Enhanced cleaning schedule formulated to ensure government guidance is adhered to.</li> <li>• Outside learning takes place frequently.</li> <li>• Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies unless individual reasons given. Hand sanitisers kept on teachers’ desk.</li> <li>• Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas.</li> </ul>	<p>Cleaning staff</p> <p>Cleaning staff CTs</p> <p>Staff</p> <p>CTs/ TAs Admin/staff Staff Staff</p> <p>Cleaning staff</p> <p>CTs TAs</p> <p>Cleaning staff CTs/TAs</p> <p>CTs/TAs</p> <p>Cleaning staff CTs/TAs</p> <p>CTs</p>	Ongoing	
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			<ul style="list-style-type: none"> <li>Hand cleaning- notices above sink detailing the times children regularly wash their hands.</li> <li>Ensure staff who work with pupils who spit uncontrollably/ often have more opportunities to wash their hands than other staff.</li> <li>Ensure pupils who use saliva as a sensory stimulant or who struggle with “catch it, bin it, kill it” need more opportunities to wash their hands.</li> <li>Respiratory hygiene- younger pupils and those with complex needs are helped to carry out routines correctly.</li> <li>Any equipment used in the delivery of therapies (e.g. sensory equipment) must be cleaned between use by different individuals. If this is not possible, restrict use to one user or leave unused for 48 hours (72 hours for plastics) between use by different individuals.</li> <li>EYFS toys to be rotated throughout the week. A box for each day.</li> </ul>	<p>CTs/TAs</p> <p>CTs/TAs</p> <p>All staff</p> <p>CTs/TAs</p> <p>CTs/TAs</p> <p>Individuals using equipment</p> <p>CTs/TAs</p>		
Poor hygiene practice re. toilet/changing facilities	Transmission of infection	Staff	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting pupils when dealing with bodily fluids e.g. changing nappies– mask, gloves, apron, eye protection</li> <li>All changing surfaces to be cleaned before and after each use.</li> <li>Nappies/soiled items to be disposed of in yellow bags</li> <li>Staff to follow specific intimate care procedures.</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	<p>CTs/ TAs</p> <p>CTs/ TAs</p> <p>CTs/ TAs</p> <p>CTs/ TAs</p> <p>CTs / TAs</p>	Ongoing	<p>AHTs</p> <p>FS lead teacher</p> <p>HT</p> <p>ongoing</p>
Spread of covid-19 through increased numbers	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> <li>Frequent hand cleaning and good respiratory practice (see above)</li> <li>Regular cleaning (see cleaning section below)</li> <li>Minimising contact and mixing – Maintaining phase groups during lessons, playtimes, lunchtimes and assemblies. Although it is no longer needed to keep consistent bubbles, the school will be maintaining phase groups for organisational reasons and due to size. We may need to reintroduce bubbles to reduce mixing if the virus becomes high in the local area.</li> <li>Where possible, one-way circulation in place.</li> </ul>	<p>All staff</p> <p>Cleaning Staff/ CTs/ TAs</p> <p>All staff</p>	Ongoing	<p>HT</p> <p>AHTs</p> <p>FS lead teacher</p> <p>SBM</p> <p>ongoing</p>

			<p>Playtimes / lunchtimes</p> <ul style="list-style-type: none"> <li>Playtimes / lunchtimes to be staggered in phases and, if any groups play at the same time, different parts to be allocated and used (e.g. MUGA, KS2 section, KS1 section, fields.)</li> </ul>	CTs TAs		
Spread of covid-19 through large numbers in shared areas within the school	Transmission to the school community	Staff Pupils	<ul style="list-style-type: none"> <li>Face coverings are no longer recommended for staff in classrooms or communal areas, however if staff wish to wear them, they can, particularly around CEV staff. The reintroduction for students or staff may be advised for a temporary period in response to particularly localised outbreaks, including variants of concern.</li> <li>Enter classrooms directly from outside wherever possible.</li> <li>To book ICT suits and hall when needed.</li> <li>Enabling one-way circulation within corridors where possible or dividing corridors and stairs.</li> <li>Staggering break times to avoid congestion in corridors and on stairs.</li> <li>Children can wash hands in classroom if needed before lunchtime to avoid congestion in corridors and toilets.</li> <li>Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating.) Hand sanitiser is available to use in the Reception area on arrival.</li> <li>School reception area to be wiped down by cleaners during the day</li> <li>Staff encouraged to have PPA at home.</li> <li>Lift usage to be restricted to disabled employees and those with specific conditions or need only; hand sanitiser is provided in lift; lift to be cleaned between use.</li> <li>For the first half term the school will not invite parents into school for assemblies or parental engagements to minimise adults within the school building.</li> <li>Whole Staff meetings will take place within the hall every other week. This is to ensure that the space used in the hall is large and well ventilated and staff will be sat in phases.</li> <li>Staffroom will be open and staff are encouraged to avoid meeting in large groups crossing phases and can wear a mask if they wish.</li> </ul>	<p>CTs TAs</p> <p>CTs All staff</p> <p>SLT</p> <p>CTs/ TAs</p> <p>All staff</p> <p>Cleaning team CTs</p> <p>All staff/ visitors</p> <p>SLT</p> <p>SLT</p> <p>All staff</p>	October 2021	<p>HT AHTs FS lead teacher</p> <p>ongoing</p> <p>SBM HT</p>
Spread of covid-19 through large numbers	Transmission to the school community	Staff Pupils	<p>Start of day (see below)-</p> <ul style="list-style-type: none"> <li>Pupils are using different entrances to enter and exit the school to ensure large clusters of pupil's parents are reduced. We are</li> </ul>	SLT	Ongoing	HT DHTs

entering/ leaving the building			<p>encouraging a drop off and go system. Parents will not be entering the site and drop off at the bottom of the steps. Staff are on duty to ensure pupils get to class.</p> <p>End of day (see below)</p> <ul style="list-style-type: none"> <li>We are encouraging a pick up and go system. Gates are not opened until 3.10 to avoid adults meeting early on the playground. There are three exits from the building to try to avoid congestions (woodland path, George street path, Hereford road.) We are still adopting one-way-system as much as possible around the school building. Once they leave the site there will be two- way pedestrian traffic from the pedestrian gate down the footpath at the side of the car park to Hereford road. This is due to the bottom car park now being opened to disabled badge holders which prevents pedestrians from walking down the middle of the car park for health and safety reasons.</li> </ul>	SLT CTs TAs	Ongoing	FS lead teacher  Ongoing
Pupil or staff or any other adult displays covid-19 symptoms while at school	Transmission to the school community	Pupils Staff	<ul style="list-style-type: none"> <li>Staff are informed that if anyone demonstrates a new persistent cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow “guidance for households with possible or confirmed coronavirus (COVID-19) infection” and should arrange a PCR test. Other members of the household do not need to isolate if they do not have symptoms. If the PCR test is negative the staff member / pupil can return to school if. If the PCR test is positive the pupil or staff member would need to isolate for 10 days and inform track and trace. No one in their household needs to isolate if: <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> </li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. If a member of the household does not fall into a category above e.g. isn't double vaccinated and over 18½, they will need to isolate. We would also encourage adults in school who do not need to isolate to complete regular Lateral flow tests over the next 10 days.</p>	HT	1.09.21	SLT  Ongoing



		<p>If they or a member in their household develops symptoms, that person would need to have a PCR test and isolate.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. Staff will be extra vigilant around pupils who have been identified as a close contact of a positive case.</p> <ul style="list-style-type: none"> <li>• Staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19</li> <li>• If a pupil develops symptoms whilst in school and is sent home, their siblings can remain in school.</li> <li>• Staff member who stays with pupil for collection needs to wear appropriate PPE and guidance on its location, use and disposal is issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</li> <li>• All staff are informed of the procedure in school relating to a pupil becoming unwell in school, displaying COVID symptoms.</li> <li>• Any pupil who displays signs of being unwell is immediately reported to an SLT member.</li> <li>• Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home.</li> <li>• If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member. If it is not possible to isolate them, move them to an area at least 2 metres away from other people.</li> <li>• If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform HR, HL and SB-P immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door.)</li> </ul>	<p>HT SBM</p> <p>All Staff HT</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT CTs/ TAs</p> <p>SLT CTs/ TAs</p> <p>CTs/ TAs</p>	<p>ongoing</p> <p>1.09.21 Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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Transmission to staff when administering first aid	Transmission to the school community	Staff	<ul style="list-style-type: none"> <li>PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection</li> </ul>	SBM	Ongoing	HT FSM

			<ul style="list-style-type: none"> <li>Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack)</li> <li>First Aiders to check supply of first aid resources weekly and expiry dates</li> <li>Asthma pumps and epipens to be available in classrooms</li> <li>Medical lists compiled and available to provide medical details for every child in school, including allergies</li> </ul> <p>Staff have received emergency first aid training.</p> <p>PFA on site.</p> <p>First Aid at Work L 3 staff on site.</p> <p>First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal.</p> <p>First Aiders to clean hands prior to attending if possible and to wash hands after attending.</p> <p>Bump head phone calls to be made to parent / carers of Y5/6 pupils. All other year groups, parents receive head bump note and spoke to parents / cares at end of day handover. Serious head bumps, children will be sent home. any other note to be sent home with child at home time unless child is in y5/6, a parent mail will be sent.</p>	<p>First Aiders</p> <p>First aiders</p> <p>First Aiders HS-H/ Admin SLT</p> <p>SBM</p> <p>FS lead teacher</p> <p>SBM</p> <p>All staff</p> <p>First Aiders</p> <p>First aiders All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Current</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Vulnerable pupils and pupils with SEND do not receive appropriate support	Vulnerable pupils and SEND pupils are not well supported with mental health	Vulnerable pupils SEND pupils	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school</li> <li>Pupils identified and a specific intervention (ELSA) is provided.</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies (e.g. social stories).</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<p>LJ HS-H SENCOs PHSE co-ord</p> <p>VW, LD, SC LJ HS-H SENCOs</p>		HT
Transmission to staff and pupils through inappropriate/ insufficient cleaning	Transmission to school community	Cleaners Pupils Staff	<ul style="list-style-type: none"> <li>Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening.</li> <li>Government guidance on cleaning procedures and materials to be shared with all staff and followed</li> </ul>	<p>HT SBM</p> <p>HT</p>	<p>Ongoing</p>	<p>HT SBM</p> <p>Ongoing</p>

			<ul style="list-style-type: none"> <li>• PPE for staff to be provided when needed through contact of bodily fluids.</li> <li>• A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures.</li> <li>• Where possible, cleaning staff given additional hours to increase the regularity of cleaning.</li> <li>• 1 cleaner on site during the day.</li> <li>• Cleaners to clean tables/door handles etc. with a disinfectant spray (sprayed onto disposable cloth)/wipes. Gloves and aprons to be worn during this and hands washed afterwards (masks and eye protection too if spray used.)</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> <li>• Suitable cleaning materials as per guidelines provided.</li> <li>• Waste is removed during and at end of the day.</li> <li>• Dinner supervisors to clean dinner tables with hot soapy water between sittings.</li> <li>• Cleaning schedule and check list in place.</li> <li>• Toilets cleaned throughout the day.</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>SBM SBM</p> <p>SBP</p> <p>Cleaning team</p> <p>SBM Cleaning team</p> <p>SBM</p> <p>SBM</p> <p>Cleaning staff LSups</p> <p>Cleaning staff On site cleaner</p>		
Contractors, deliveries and visitors increase the risk of infection	Transmission to school community	Pupils Staff	<ul style="list-style-type: none"> <li>• All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school.</li> <li>• All contractors/ visitors asked infection control questions prior to entry (see above.)</li> <li>• Agree arrival and departure times with contractors to ensure that there is minimal contact with staff or pupils (if possible, contractors should work outside school hours.)</li> <li>• Agree arrival and departure times with visitors.</li> <li>• All contractors/visitors to wash hands on entry to the school site.</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities.</li> </ul>	<p>Admin. Staff SBM, FSM, Sencos</p> <p>Admin</p> <p>SBM</p> <p>Admin. Staff SBM, FSM, Sencos</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT SBM Ongoing</p>

			<ul style="list-style-type: none"> <li>All areas in which contractors/ visitors work are cleaned in line with government guidance.</li> <li>Contractors/ visitors to bring own food, drink and utensils onto site.</li> <li>All contractors/ visitors are given a designated toilet.</li> </ul>	On Site Cleaner		
Stress upon staff members	Mental health	Staff	<p>Induction prior to start of new academic year</p> <p>Regular feedback and updates for staff on site</p> <p>Staff aware of need to report concerns to managers at induction meeting</p> <p>Counselling service available through sickness insurance scheme</p> <p>Systems and processes for control of risk are in place and regularly reviewed in light of experience</p> <p>Identified staff have a separate Risk Assessment agreed by HT's and identified staff member</p> <p><b>Staff helpline: Education Support charity 0800 562 561</b></p>	<p>HT</p> <p>HT</p> <p>AHTs FS lead teacher SBM</p> <p>HT</p> <p>HT</p>	<p>1.09.21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT</p> <p>DHTs</p> <p>AHTs</p> <p>FS lead teacher</p> <p>SBM</p> <p>Ongoing</p>
Standard Health and Safety practices are not carried out	Safety standards in the school may drop because of focus on COVID-19 safety measures	Staff Children	<p>Documents including H&amp;S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out</p> <p>Systems are subject to routine flushing.</p>	<p>HT(Responsible Person)</p> <p>NoS(Competent Person)</p> <p>Premises staff</p> <p>All staff</p>	Ongoing	HT
Educational visits	Risk of COVID-19 transmission	Staff Children	<p>Trips to take place outside as much as possible. Try to avoid mixing with other settings and they are individually risk assessed. No international / overseas trips</p>	<p>HT</p> <p>EVC</p> <p>All staff</p>	Ongoing	HT
Breakfast Club	Transmission to the school community	Staff Pupils	<p>Two separate groups to run to minimise large numbers on different sides of hall.</p> <p>Room is well ventilated with doors, windows open (maintaining a comfortable temperature.)</p> <p>Tables cleaned by Breakfast Club staff prior to use and after use.</p>	Breakfast Club staff	Ongoing	HT Ongoing

			<p>Children use hand sanitiser on entry.</p> <p>Staff to practice hand hygiene regularly.</p> <p>Staff to wear gloves for food distribution and follow food hygiene requirements.</p> <p>Children sit at tables and food taken to them.</p>			
After school club	Transmission to school community	Staff Pupils	<p>Groups are kept to particular phases, and activities are mostly outdoors. If the weather prevents an outdoor club, clubs will move to our large hall where children can space out and doors and windows will be opened.</p> <p>Any out of school providers will complete a COVID questionnaire on arrival and will not enter the building if they have symptoms. Hand sanitiser/ hand washing will be required on entry.</p> <p>Children and staff to practise hand hygiene regularly.</p>	After school club staff	Ongoing	HT ongoing
Wrap-around care	Transmission to school community	Staff Pupils	<p>Small Group Numbers to minimise transmission. When numbers increase, groups will be in two separate rooms.</p> <p>Doors and windows open to increase ventilation but staff to monitor temperature in rooms to decide when to close these.</p> <p>Tables cleaned by staff members prior to use.</p> <p>Sink in room and children and staff practice hand hygiene regularly. Hand sanitiser used on entry.</p> <p>Outdoor play encouraged as much as possible. At the end of the day, the room is thoroughly cleaned before the next day.</p> <p>Staff are first aid trained and advised to use PPE when administering first aid. Masks, aprons, gloves, wipes are regularly stocked in the room.</p>	Wrap-around care staff	Ongoing	HT ongoing
Peripatetic music teaching	Transmission to the school community	Staff Pupils	<p>Peripatetic music teachers will complete a COVID questionnaire on arrival and will not enter the building if they have symptoms. Hand sanitiser/ hand washing will be required on entry.</p>	Peripatetic music teachers	Ongoing	HT ongoing

			<p>Peripatetic music teachers to conduct regular Lateral Flow Tests.</p> <p>Individual lessons only, not groups of children.</p> <p>Children and staff to practise hand hygiene regularly.</p> <p>Door and window to be opened in music room during lessons.</p>			
<p>Ventilation</p> <p><b>PLEASE NOTE THAT THIS IS AN ESSENTIAL COMPONENT OF INFECTION CONTROL</b></p>	<p>Transmission to the school community</p>	<p>Staff Pupils</p>	<p>Classrooms are ventilated where possible at a comfortable temperature.</p> <p>Natural ventilation: open windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space);</p> <p>Open internal doors (but not fire doors)</p> <p>If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) However, during cold weather, windows only may stay open. External doors can be kept shut</p> <p>Mechanical ventilation in place (Breathing Buildings)- manufacturer confirms that system operates within a single room and air does not mix with other rooms; supplemented by an outside air supply.</p> <p>Teachers can switch on breathing building fans as and when required using switch in room. Teachers are encouraged to do this several times a day.</p> <p>Increase ventilation while spaces are unoccupied</p>	<p>All staff</p> <p>All Staff</p> <p>SBM/AC</p> <p>All teaching staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HT Ongoing</p> <p>Ongoing</p> <p>HT Ongoing</p>