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# Iceni Academy - COVID-19 Risk Assessment
## (Updated January 2021)

| HAZARD | RISK GROUP | RISK | CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place) | Residual Risk Rating HIGH MED LOW | Are Existing Controls Adequate? | |
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| | | | | | Yes | No* |
| Critical workers children/ vulnerable children and Staff only in school | Pupils<br>Staff<br>Parents<br>Others | Spread of Infection | • Only critical worker children and vulnerable children permitted in school<br>• Staff and Parents will follow the same control measures as previously stated<br>• Minimal staff scheduled to be in the academy to minimise risks whilst remaining operationally secure at all times | M | **Y** | |
| Arriving to school on foot | Pupils<br>Staff<br>Parents<br>Others | Spread of Infection due to close contact | • One-way entry into academy for all<br>• 2 metre rule to be enforced where possible<br>• Staff member who is possibly outside enforcing the rules should maintain social distancing | L | **Y** | |
| Arriving to school by vehicle | Pupils<br>Staff<br>Parents<br>Others | Spread of Infection due to close contact | • If permitted to drive on school premises a one way system in place<br>• Care to be taken of Pupils walking in car park<br>• Staff member who is possibly outside maintaining social distancing | L | **Y** | |
| School Uniform | Pupils | Infection Control | • Pupils are encouraged to attend school in school uniform as these are easily cleaned (washing machine)<br>• They do not require cleaning any more than usually. | L | **Y** | |
| Dedicated School Transport | Pupils<br>Driver | Risk of Infection | • Dedicated school transport where possible (not used by members of the public)<br>• Organised queuing and boarding to be implemented where possible | M | **Y** | |

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| | | | • School transport vehicles to be distanced apart to reduce large groups gathering<br>• Hand Sanitiser to be available for use on boarding/disembarking<br>• The use of face coverings for pupils over the age of 11 if they are likely to come into contact with people outside of their group or who they don't usually meet<br>• Regular cleaning of hard surface areas and frequently touched areas before being used by another group / bubble | | | |
| Wider Public Transport | Pupils<br>Driver<br>Public | Risk of Infection | • Where possible encourage pupils to walk to school or use alternative transport i.e. cycle, walking bus.<br>• Where possible allow pupils to arrive at a staggered time to avoid peak travel times<br>• Pupils encouraged to wash hands as soon as arrive at school | M | **Y** | |
| Face coverings required | Pupils<br>Staff | Risk of Spread of Infection | • Staff and students required to wear face coverings in all communal areas<br>• Signs or posters in place on how pupils remove face masks correctly or information given on newsletters prior to start of new term<br>• Staff and Pupils to ensure they remove masks correctly and remove without touching the front of the mask (remove by loops on ears)<br>• If disposable masks these must be disposed of in a closed bin.<br>• If material re-use masks these should be placed inside a disposable bag and taken home to re-wash before reusing. | L | **Y** | |
| Lateral Flow Tests | Pupils<br>Staff | Risk of Infection | • Please see separate risk assessment | | | |

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| All year groups returning to school (after February half term) | Pupils<br>Staff<br>Parents<br>Others | Risk of Spread of Infection due to large groups of pupils | • Ensure policies and procedures are revisited and updated before any wider school opening<br>• Return to separate entrance gates for year groups to limit mixing, with hand sanitiser at all entrances<br>• Return to year group areas in the academy to minimise movement<br>• Consider staggered start and finish times where possible | M | **Y** | |
| Prevention of Infection<br>**The following must be in place in schools at all times:** | Pupils<br>Staff<br>Parents<br>Others | Risk of spread of infection | • Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).<br>**All schools must follow this process and ensure all staff are aware of it.**<br>• If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).<br>• 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. | M | **L** | |

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| Prevention of Infection<br>**Must be properly considered and schools must put in place measures that suit their particular circumstances.** | Pupils<br>Staff<br>Parents<br>Others | Risk of spread of infection | • minimise contact between individuals and maintain social distancing wherever possible<br>• 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school<br>• 2) clean hands thoroughly more often than usual<br>• 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach<br>• 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach<br>• 5) minimise contact between individuals and maintain social distancing wherever possible<br>• 6) where necessary, wear appropriate personal protective equipment (PPE)<br>Numbers 1 to 4 must be in place in all schools, all the time.<br>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.<br>Number 6 applies in specific circumstances.<br>• https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-pupilss-social-care | M | **Y** | |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | • Staff receiving pupils to remember the 2-metre rule (or 1 metre + if not viable)<br>• Staff will direct pupils to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)<br>• All pupils must wash their hands on arrival to school | L | **Y** | |

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| Pupils bringing equipment into school | Staff<br>Pupils<br>Others | Risk of spread of infection | • Pupils and Parents informed to keep items brought into school as a minimum<br>• Only lunch boxes, outdoor clothes, bags (with pencil cases) and mobile phones permitted. | L | **Y** | |
| Classroom set up | Staff<br>Pupils | Spread of Infection due to close contact | • The classroom must be set up where possible with all desks forward facing and side to side seating.<br>• The teacher's desk must be kept 2 metres away from the pupils' tables/desks.<br>• Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use. | M | **Y** | |
| Class / Year Groups | Staff<br>Pupils | Infection Control | • Where possible pupils are to be kept in their class / year bubbles and not to mix with other bubbles. | L | **Y** | |
| Classroom Lessons | Staff<br>Pupils | Spread of Infection due to close contact | • Teaching staff must keep that safe distance at all times where possible when teaching.<br>• Where pupils may require extra assistance a 2 metre rule must try to be enforced<br>• Staff are to only work in their allocated bubbles.<br>• Pupils old enough to understand will be informed not to touch staff and their peers where possible.<br>• Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.<br>• Removal of an unnecessary furniture. | M | **Y** | |
| Grouping Pupils | Pupils<br>Staff | Infection Control | • In key stage 4, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching.<br>• If this can be achieved with small groups, they are recommended.<br>• If class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement | M | **Y** | |

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| | | | year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older pupils should be encouraged to keep their distance within groups | | | |
| Change over lessons | Staff<br>Pupils | Infection Control | • Where possible group to remain together, where not possible stagger change overs in year groups to avoid congestion in corridors. | M | **Y** | |
| Change over, lessons and face coverings | Staff<br>Pupils | High Volume of pupils<br>Infection Control | • It is advised face coverings must be worn in areas where there may be high volumes of pupils and staff, i.e. corridors and communal spaces or where the layout of the school makes it difficult to maintain social distancing when staff and pupils move around the school premises.<br>• where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of pupils to school . | M | **Y** | |
| Safe wearing of face coverings | Staff<br>Pupils | Infection Control | • Clear instructions are provided to staff, pupils and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.<br>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own<br>• Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. | M | **Y** | |

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| | | | • Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.<br>• Face coverings will not generally be necessary in the classroom even where social distancing is not possible. There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided. | | | |
| Use of school resources in individual bubbles | Staff<br>Pupils | Infection Control | • Where possible keep the use of resources to each allocated bubble.<br>• Pupils should use their own pencils and pens and not share<br>• All classroom based resources i.e. books and games should be cleaned regularly along with all frequently touched surfaces. | L | **Y** | |
| Use of school resources shared between bubbles /classes/year groups | Staff<br>Pupils | Infection Control | • Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles/year groups | M | **Y** | |
| Taking items/resources home | Staff<br>Pupils | Infection Control | • Unnecessary taking home of equipment / resources discouraged<br>• Cleaning as above if items are taken home. | L | **Y** | |
| Assemblies Collective Worship | Staff<br>Pupils | Spread of Infection due to close contact | • Keep assemblies / worship separate to individual bubbles/year groups or if room available keep bubbles of one year group separated by at least 2 metres. | L | **Y** | |

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| Educational Visits | Staff<br>Pupils | Infection Control | • No school off-site visits are permitted in National Lockdown | L | **Y** | |
| SEND Pupils | Staff<br>Pupils | Spread of Infection due to close contact | • Pupils who have complex needs or who need close contact care, will continue as normal.<br>• A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. | M | **Y** | |
| Attendance in schools | Pupils | Education suffering | • It is vital for all pupils to return to school when this is possible to minimise as far as possible the longer-term impact of the pandemic on pupils' education, wellbeing and wider development.<br>• Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;<br>• Schools' responsibilities to record attendance and follow up absence<br>• The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct<br>• Students should attend all remote provision during the period of school closures | L | **Y** | |
| Use of Supply teachers and other staff | Staff<br>Pupils | Risk of Infection | • Inform supply staff of the arrangements in place<br>• Consider using longer assignments for supply teachers and/or other staff<br>• Where possible minimise their movement around school and keep them in the same bubbles | L | **Y** | |
| Before and After school clubs | Pupils<br>Staff | Infection Control | • No before or after school clubs running during the partial school closures | L | **Y** | |
| Music Lessons | Pupils<br>Staff | Singing<br>Playing an instrument | • Look at reducing risk of using particular instruments and allowing large groups<br>• If able can lessons take place outside<br>• No more than 15 pupils back to back or side to side | M | **Y** | |

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| | | | • No sharing of woodwind instruments<br>• Good Ventilation required<br>• Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. | | | |
| Physical Activity | Pupils<br>Staff | Infection Control | • Outdoor sports where possible and contact sports avoided.<br>• Maximise distance between pupils<br>• Equipment used must be scrupulously cleaned after each use<br>• Encourage activities such as active mile.<br>• Indoor sports should be small groups only and social distancing carried out and all equipment cleaned after each group use. | M | **Y** | |
| Pupils requiring using the toilet in lesson times | Pupils<br>Staff | Infection Control | • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom.<br>• Toilet areas cleaned on a regular and frequent basis | M | **Y** | |
| Break times | Pupils | Spread of Infection due to close contact | • Pupils informed again of the importance of social distancing whilst outside.<br>• Staggered break times for individual bubbles or year groups if space is an issue.<br>• Look at providing activities which can abide by the social distancing rules.<br>• Supervising staff must keep a 2-metre distance from each other at all times where possible | L | **Y** | |
| Break Times – Staff Room | Staff | Spread of Infection due to close contact | • Minimise the use of staff rooms where possible or a rota system in place if no other available rooms.<br>• The staff room may be taken out of use and staff eat in other designated areas or stay in their bubbles.<br>• Staff must sit at least 2 metres apart from each other | M | **Y** | |

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| | | | • Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.<br>• Staff must be able to heat food and make a warm drink | | | |
| Break Times Classrooms | Staff<br>Pupils | Spread of Infection due to close contact | • Whilst pupils are on breaks clean tables and door handles with a disinfectant or disinfectant spray.<br>• Wear gloves whilst carrying out this task and wash hands after cleaning.<br>• Dispose of all cloths in a closed bin and empty on a regular basis. | M | **Y** | |
| Lunch breaks | Staff<br>Pupils | Spread of Infection due to close contact | • Rota system in place for pupils to eat a hot meal / sandwiches<br>• Where possible encourage pupils, who are sandwiches only to eat outside (older pupils) or use of a designated area.<br>• This may be year groups and where possible keeping the bubbles apart as much as possible<br>• Tables and chairs to be cleaned between each year group using the dining hall.<br>• Lunchtime staff and kitchen staff to maintain social distancing where possible from pupils. | M | **Y** | |
| First Aid – minor treatment | Staff<br>Pupils | Spread of Infection due to close contact | • Try to assist at a safe distance from the casualty as much as you can and minimise prolonged face to face contact when dealing with injuries.<br>• Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face to face contact when dealing with injuries.<br>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.<br>• Ensure records of injury and treatment are recorded and who administered first aid treatment. | M | **Y** | |

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| | | | • Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.<br>• Ensure you safely discard disposable items and clean reusable ones thoroughly. | | | |
| First Aid – Life threatening | Staff<br>Pupils | Spread of Infection due to close contact | • In the event of a serious injury or incident call 999 immediately. Tell the call handler if the patient has any COVID-19 symptoms<br>• Wear face covering and gloves when in close contact or dealing with bodily fluids<br>**ADULTS**<br>• In the event of CPR being required it is advised only chest compressions are given if you believe the person may be infected or you choose not to want to give mouth to mouth cover their mouth with a cloth.<br>• Use of a defib if available.<br>• Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.<br>• Ensure you safely discard disposable items and clean reusable ones thoroughly<br>**PUPILS**<br>• In the event of CPR being required it is advised where possible to continue with the 5 rescue breaths and then chest compressions.<br>• Use of a defib if available.<br>• Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.<br>• Ensure you safely discard disposable items and clean reusable ones thoroughly | M | **Y** | |

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| First Aid & Medication | Staff<br>Pupils<br>Others | First Aid Procedures | • First Aiders must always wear gloves when administering first aid procedures.<br>• It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)<br>• Ensure records of administration are kept up to date and who administered the medication.<br>• Any dressings used to be double bagged.<br>• Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)<br>• Always Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible after contact.<br>• Ensure you safely discard disposable items and clean reusable ones thoroughly | L | **Y** | |
| Intimate Care | Staff | Lack of Infection Control | • When staff are carrying out any intimate care they must: (as per their usual requirements)<br>• Wear gloves<br>• Wear an apron<br>• Wear a mask<br>• Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)<br>• Soiled clothes to be double bagged and given to Parents on collection of child.<br>• Staff must wash their hands once gloves and masks are removed<br>• A poster to be displayed of instructions which must be followed.<br>• Record all intimate care carried out. | M | **Y** | |

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| Pupils who are upset | Staff | Spread of Infection due to close contact | • Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.<br>• Encourage child to use a tissue to wipe eyes/nose etc.<br>• If contact is required, consider short contact only.<br>• Wash hands after contact | L | **Y** | |
| Pupils with behavioural issues | Staff | Spread of Infection due to close contact | • Where possible allow the child to vent their frustrations<br>• Where possible allow child to be in a room on their own or outside<br>• If team teach techniques are required, and there is a risk of spitting it may be advisable advised to wear a face coverings. | M | **Y** | |
| Pupils who are extremely clinically vulnerable. | Pupils | Ill Health | • Those who are clinically extremely vulnerable should not attend school and should remain at home and continue with on-line education. | L | **Y** | |
| Pupils who are vulnerable. | Pupils | Ill Health | • Pupils who are classed as vulnerable will continue to access face to face learning on the school site if required. | M | **Y** | |
| Staff who are extremely clinically vulnerable. | Staff | Ill Health | • Those who are clinically extremely vulnerable should not attend work, and must work from home.<br>• If they can't work from home they must look at alternative financial assistance.<br>• A risk assessment must be put in place (see separate risk assessment) | L | **Y** | |
| Staff who are clinically vulnerable | Staff | Concerns Worry | • Advice for those who are clinically-vulnerable, including pregnant women, is available.<br>• School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. | M | **Y** | |

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| | | | • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. | | | |
| Pregnant Staff | Staff | Concerns<br>Worry | • As a general principle, pregnant women are in the **'clinically vulnerable'** category and are advised to follow the relevant guidance available for clinically-vulnerable people.<br>• Staff and pregnant Pupils who are 28 weeks pregnant and beyond are at an increased risk<br>• Expectant mothers risk assessments must be carried out and risk control measures put in place.<br>• https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ | M | **Y** | |
| Staff who may otherwise be at increased risk from COVID 19 | Staff | Concerns<br>Worry<br>COVID 19 | • Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is on - going research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.<br>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. | L | **Y** | |
| Families anxious returning pupils to school | Pupils | Concerns<br>Worry | • Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant | L | **Y** | |

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| | | | or anxious about returning and put the right support in place to address this.<br>• Arrange telephone, Zoom. Or face to face meetings with Parents<br>• Provide reassurance<br>• Make it clear it is compulsory school age pupils attend school unless a statutory reason applies. | | | |
| Use of Outdoor Play Equipment | Pupils | Risk of Infection | • Ensure all fixed outdoor play equipment and other equipment has been inspected and tested prior to pupils using.<br>• Social distancing to continue to be maintained where possible if this is not possible ensure separate bubbles use equipment one bubble at a time.<br>• Limit the number of users on the equipment at any one time.<br>**Sanitise frequently touch point areas:**<br>• playground equipment for pupils, usually up to age 14, such as slides monkey bars and climbing frames<br>• semi enclosed playhouses or huts for small pupils<br>• enclosed crawl through 'tunnels' or tube slides<br>• exercise bars and machine handles on outdoor gym equipment<br>• entry and exit points such as gates<br>• seating areas such as benches and picnic tables<br>• refuse areas/bins<br>**Equipment to be sanitised between each bubble use where possible.**<br>**Pupils to clean / sanitise hands prior to use and after use.**<br>• Remind pupils not to put hands near mouth or nose.<br>**No food or drink to be consumed when using any outdoor equipment.** | L | **Y** | |

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| | | | **Signs informing Parents**<br>• Signs to be displayed informing Parents to keep their pupils off the equipment and it is for supervised use only for pupils when in school.<br>**Pupils with Additional Needs**<br>• May require frequent reminders about rules of behaviour, especially if having to wait for use of equipment.<br>• Pupils with physical and sensory disabilities may need assistance with moving from one place to the next<br>**Keeping Staff Safe**<br>• Ensure staff only supervise their pupil bubbles<br>• Staff to have a supply of sanitising equipment and if required PPE | | | |
| Use of Outside Gyms | Pupils | Risk of Infection | **Follow the same control measures as above plus:**<br>• for outdoor gyms the introduction of a clearly marked one-way system around the fixtures/ machines, to help prevent users from coming into close contact with each other<br>• for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance with risk mitigation is acceptable. (follow controls for outdoor play) | L | **Y** | |
| Pupils leaving at the end of the school day. Primary | Staff<br>Parents<br>Others | Spread of Infection due to close contact | • One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule.<br>• Consider staggered leaving times.<br>• Pupils released when Parent is next in queue and child will be fetched from classroom.<br>• Consider radio communication to staff in classrooms. | L | **Y** | |

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| Pupils leaving at the end of the school day. Walking home alone or not being collected by Parent | Staff<br>Parents<br>Others | Spread of Infection due to close contact | • Pupils to be informed of the requirement to maintain social distancing when leaving school.<br>• Staff on duty outside to ensure pupils leave in a safe manner.<br>• Staggered times where possible. | L | **Y** | |
| Parent wishing to talk to staff | Staff | Spread of Infection due to close contact | • Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged, and social distancing rules observed.<br>• Parents will be discouraged in congregating around the school site. | L | **Y** | |
| Awareness of policies / procedures / Guidance | Staff<br>Pupils<br>Others | Inadequate information | • All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.<br>• All staff are able to access the following information on-line for up to date information on COCID-19<br>➢ Public Health England<br>➢ Gov.co.uk<br>➢ NHS<br>➢ DfE<br>➢ Department for Health and Social Care<br>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)<br>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. | L | **Y** | |

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| | | | • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.<br>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. | | | |
| Poor hygiene practice | Staff<br>Pupils<br>Others | Ill Health | • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.<br>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.<br>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.<br>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.<br>• Pupils are forbidden from sharing cutlery, cups or food.<br>• All cutlery and cups are thoroughly cleaned before and after use.<br>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.<br>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about | M | **Y** | |

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| | | | enhanced cleaning protocols is sought from the Health Protection Team /Public Health England | | | |
| Response to any infection | Heads of School | COVID 19 | • 7) engage with the NHS Test and Trace process<br>• 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community<br>• 9) contain any outbreak by following local health protection team advice<br>• Numbers 7 to 9 must be followed in every case where they are relevant. | L | **Y** | |
| Track and Trace | Staff<br>Pupils<br>Others | Coronavirus Symptoms | • If a pupil or member of staff or others are showing symptoms they must go home immediately to self-isolate.<br>• The school to inform staff and Parents they must be willing to take a test if they are displaying symptoms.<br>• All pupils can be tested (including pupils under 5)<br>• They should provide details of close contacts if they test positive or if asked by NHS track and Trace<br>• Self-isolate if they have been in close contact with someone who has tested positive for coronavirus. | L | **Y** | |
| Testing Negative | Staff<br>Pupils<br>Others | COVID 19 | • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. | L | **Y** | |
| Testing positive | Staff<br>Pupils<br>Others | COVID 19 | • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss | L | **Y** | |

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| | | | of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.<br>• Other members of their household should continue self-isolating for the full 14 days. | | | |
| Manage positive cases amongst the school community | School Head Teacher | COVID 19 | • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).<br>• Lateral flow testing must be carried out on the school bubbles affected if they wish to continue coming into school.<br>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.<br>• If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'<br>• If siblings attend the school they can continue to attend as long as they agree to have 7 days lateral flow testing.<br>• Schools should not request evidence of negative test results or other medical evidence before admitting | M | **Y** | |

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| | | | pupils or welcoming them back after a period of self-isolation.<br>• Further guidance is available on testing and tracing for coronavirus (COVID-19). | | | |
| Contain an outbreak | School<br>Head Teacher | Not following advice | • If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.<br>• In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. | M | **Y** | |
| Ill health | Staff<br>Pupils<br>Others | Coronavirus Symptoms | • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.<br>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.<br>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. | M | **Y** | |

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| | | | • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.<br>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.<br>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.<br>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.<br>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.<br>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.<br>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.<br>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. | | | |
| Spread of infection | Staff<br>Pupils<br>Others | Lack of infection control | • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.<br>• Parents are informed not to bring their pupils to school or on the school premises if they show signs of being | M | **Y** | |

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| | | | unwell and believe they have been exposed to coronavirus.<br>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.<br>• Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.<br>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.<br>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.<br>• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. | | | |
| Poor management of infectious diseases | Staff<br>Pupils<br>Others | Lack of infection control | • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.<br>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible.<br>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.<br>• The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. | L | **Y** | |

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| | | | • Staff inform the headteacher when they plan to return to work after having coronavirus.<br>• A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. | | | |
| Lack of communication | Pupils<br>Staff<br>Parents<br>Others | Infection Control | • The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.<br>• The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken.<br>• Schools put into place any actions or precautions advised by their local HPT.<br>• Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. | L | **Y** | |
| Cleaning while school open | Staff | Infection Control | • All hard surfaces to be cleaned on a regular basis, this will include<br>➢ All door handles<br>➢ All tables and chairs used by staff and pupils<br>➢ Toilet flushes and regular cleaning of toilets.<br>**These should be carried out as a minimum of twice a day**<br>• All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.<br>• Regular cleaning of surfaces will reduce the risk of spreading the virus.<br>• All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. | L | **Y** | |
| Estates | Staff<br>Pupils | Health & Safety | • Site Staff to ensure school is safe and ready for opening | L | **Y** | |

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| | | Infection Control | • All statutory testing and in-house testing carried out.<br>• Ensure there are plenty of wash areas for staff and pupils to wash hands<br>• Ensure Legionella risks have been managed and all appropriate testing carried out. | | | |
| Statutory Tests and Inspections | Staff<br>Pupils | Health & Safety<br>Infection Control | • Statutory inspections to continue but with social distancing in place at all times.<br>• In-house inspections should continue to ensure the school remains as safe as possible.<br>• Contractors to be permitted into school following safe distancing measures and providing COVID 19 risk assessments. | L | **Y** | |
| Contractors in school | Staff<br>Pupils | Health & Safety<br>Infection Control | • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.<br>• Control measures regarding the Coronavirus must be included within their RAMs.<br>• School to ensure no pupils or staff are in the area where contractors are working.<br>• Contractors will be designated a toilet they can use whilst on site.<br>• Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.<br>• They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.<br>• If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. | L | **Y** | |

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| Emergencies | Staff<br>Pupils | Infection Control | • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.<br>• Pupils' parents are contacted as soon as practicable in the event of an emergency.<br>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. | L | **Y** | |
| Mental Health and well being | Staff | Anxiousness | • Have regular keep in touch meetings/calls with<br>• people working at home to talk about any work issues<br>• Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through<br>• Involve workers in completing risk assessments so they can help identify potential problems and identify solutions<br>• Keep workers updated on what is happening so they feel involved and reassured<br>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours | M | **Y** | |
| Staff taking leave | Staff | Short staffed<br>Isolating | • School leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the spring and summer terms.<br>• There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting. | L | **Y** | |

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| | | | • Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home. | | | |
| Volunteers in school | Pupils | No DBS checks | • Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.<br>• Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. | L | **Y** | |
| Safeguarding | Pupils | Incidents | • Always follow the statutory safeguarding guidance<br>• Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and pupils regarding any additional or new safeguarding referrals<br>• Communication with other agencies and school nurse for pupils not seen in school prior to return. | L | **Y** | |
| Contingency Plans for Outbreaks | Pupils<br>Staff | Controlling outbreak | • In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.<br>• Schools will also need a contingency plan for this eventuality.<br>• This may involve a return to remaining open only for vulnerable pupils and the pupils of critical workers and providing remote education for all other pupils. | L | **Y** | |

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