


St. Mary's Catholic Primary Evesham – COVID-19 Primary Staged Opening Risk Assessment				
VERSION FOUR	COVID-19 Primary Staged Opening for Reception Class, Year 1 and Year 6	Location(s) affected:	St. Mary's Catholic Primary School, Evesham	
Person(s) completing assessment:	Jackie Smith – Headteacher	Date original assessment completed:	Week beginning: 18.5.20	
Date of review:	14.7.20	Review completed by:		

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Contracting COVID-19 from being in the school environment by contact with an infected person	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> 1. Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period or 7 days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained. 2. Staff pupils of visitors living in the same household as a person who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the government period of 14 days 3. Staff, pupils, and visitors exhibiting classing signs of COVID-19 as detailed (high temperature and a new continuous cough) are requested to stay away from school until well and asymptomatic; any person arriving at 	<p>Re-send clear guidance to all staff and parents/carers of pupils.</p> <p>Posters from WorcsCC Health Protection are displayed in each bubble</p> <p>Procedure in place to isolate pupils that appear symptomatic on site until collected.</p> <p>Page 18.</p> <p>Poster displayed (see above)</p>	<p>JS and EB , By 1st June 2020</p>	<p>Completed</p> <p>Updated 10.6.2020</p>

		<p><i>school exhibiting symptoms will be required to return home.</i></p> <p>4. <i>If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school.</i></p> <p><u>Government self-isolation guidance</u></p>			
<p><i>Congestion or inability to adequately socially distance when accessing or leaving school grounds and school buildings</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<p>1. <i>Start and finish times staggered to reduce congestion.</i></p> <p>Children have been allocated a dropping off window of 15 minutes between 8.45 a.m. and 9.30a.m.</p> <p>Reception 8.45 – 9.00 a.m. Y1 classroom door Key Worker Children 8.45 – 9.00 a.m. Y2 classroom door Year One 9.00 – 9.15 a.m. Ys 3 and 4 door Year Six 9.15 – 9.30 a.m. KS2 playground</p> <p>Queuing system is clearly marked.</p> <p>One way system in place - entering via St. Egwin's Road and exiting via Rynal Street.</p>		<p><i>In place 8.6.20 JCS</i></p>	<p><i>Systems in place and working well</i></p> <p><i>Staff on duty on set given route 6.7.2020</i></p>

		<p>Parents must apply social distancing rules whilst waiting for children. Class teachers bring children to door to dismiss them at allocated time.</p> <p>Reception 2.30 p.m. Y1 classroom door Key Worker Children 3.15 p.m. Y2 classroom door Year One 3.00 p.m. Ys 3 and 4 classroom door Year Six 3.15 p.m. KS2 playground</p> <ol style="list-style-type: none"> 2. <i>Families requested to only send one adult per family group to drop off and collect pupils to reduce potential overcrowding; only children of primary school age or under to accompany adult if it is not possible for them to be at home with another responsible person.</i> 3. <i>Classes/year groups given clear information about gates/times for drop off and collection.</i> 4. <i>Yellow line up points with social distancing measures will be put in place</i> 			<p><i>In place and working well. Reminder letter sent out on 14.6.20</i></p>
			<i>All line painting completed</i>		

		<p>on outside walkways. Using one way system (See below).</p> <p>5. All Pupils and their parents/carers must enter via school pedestrian gate next to the school car park entrance on St. Egwin's Road and line up (maintaining social distancing) on the walkway towards their drop off points according to their Year group classrooms entrances: where children will be collected by a member of staff. Parents are leaving the site immediately via pedestrian gate on Rynal Street.</p> <p>6. For collection, the parents/parents of the children come via same way described in point 1. They will wait for a member of staff to bring out their children (one by one) to the same point where they were dropped off. Once child(ren) and parent/carer are reunited, parents/carers are requested to leave site immediately via pedestrian gate on Rynal Street, using the one way system (marked).</p>	<p>Staff are positioned each day at different points on the paths, in order to ensure parents are following the set routes/are reminded of the rules.</p>		
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		<p>7. Staff are advised to arrive by the designated time prior to pupil's arrival (contract dependent) and to ensure that they maintain appropriate social distancing within the car park and on pathways.</p> <p>8. All staff to enter and exit by the main school entrance. Pedestrian staff should exit on foot via the school car park.</p>			Reminder email sent to staff on 16.6.20
Ineffective personal hygiene measures	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>Robust handwashing promoted, encouraged and timetabled into school day. Younger children will be supervised; teaching aids (e.g. ebug resources) will be used; posters displayed in cloakroom and toilet areas.</p> <p>1. Staff and pupils are requested to wash hands prior to leaving home in the morning.</p>	Members of staff will supervise children's thorough handwashing in each	JS and SLT communicate to all staff	In place and working well

<p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p>		<ol style="list-style-type: none"> 2. All staff and pupils must wash their hands for a minimum of 20 seconds with liquid soap and warm water <ul style="list-style-type: none"> - on arrival at school - following use of toilet facilities, - before eating - after break - after coughing/sneezing or - following outside play. 3. Staff and pupils directed to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a lidded bins or flushed down a toilet following use – used tissues must not be left on desks or other surfaces. 4. Pupils taught/reminded to cough/sneeze into their elbows, not their hands, 5. Pupils within their bubbles taught/reminded not to touch their faces (eyes, mouth, nose). 6. Pupils and staff to be encouraged to bring their own packets of disposable 	<p>of the year groups</p> <p>Ensure sufficient disposable tissues are available in school. Parents will also be asked to send children in with an individual pack.</p> <p>Display handwashing posters by all sinks</p> <p>Display 'Catch it Kill it Bin it' Posters around school</p>	<p>Printing posters and Organising affixing around the school by 01st June 2020</p> <p>MAC and KB</p>	<p>All in place by 4.6.20</p>
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		<p>tissues into the school, these should not be shared with others.</p> <p>7. Posters are displayed by sinks to show how to effectively wash hands.</p> <p>8. 'Catch it, Kill it, Bin it' posters displayed around the school. Lidded bins will be placed throughout the school, with posters/labels indicating they are for tissues/wipes only.</p> <p>9. Hand sanitiser available for staff who are unable to leave classrooms whilst supervising pupils.</p> <p>10. Hand sanitiser is available but should only be used where handwashing is not accessible rather than a general alternative to handwashing.</p>	<p>Ensure sufficient hand sanitiser is available.</p> <p>Parents have already completed consents forms/allergies forms – in case allergy to sanitiser brands.</p>	<p>Purchase before 01st June 2020</p>	
<p>Possible contamination due to not Minimising contact and mixing</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-</p>	<ol style="list-style-type: none"> 1. Ensure that pupils are in the same group at all time, 2. Most groups with same staff team; key worker group to have small group of staff working to a rota 			<p>In place.</p> <p>Rota system may be needed with</p>

	19:	<p>3. Same classroom or area of setting throughout the day. Classrooms kept ventilated (caretaker and bubble staff teams to open windows and prop open doors when it is safe to do so). Teaching and learning outside encouraged where possible.</p>			Year One group, as currently (17.6.20) we have 15 children.
Possible contamination in reception areas and office	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> 1. Parents/carers are not currently allowed into reception area without an appointment. 2. Parents/carers advised to contact school by phone or use Class Dojo if they need to speak to a teacher or member of SLT and meetings will be arranged and accommodated either outside or in a planned manner within the building. 3. Staff to pass through reception one at a time (unless residing in same house). 4. Due to office size, layout and limited space, non-office-based staff are not to enter the office area or Headteacher's office; requests to be made from the 	<p>Included in the letter with the clear guidance, enforced by Poster on the front Reception door</p> <p>There will be a desk placed in front of the reception window ensuring social distancing will be in place.</p> <p>Onsite meetings in the Library or outside, in</p>	<p>EK printing and organising affixing around the school by 01st June 2020</p> <p>EK by</p>	Signage all in place 4.6.20

		<p>doorway.</p> <p>5. Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</p> <p>6. Contractors will be asked to submit their Risk Assessment and Method statement prior coming on site in respect of COVID-19. Contact them prior visit (copies kept in the school office).</p>	<p>the vegetable growing area (tables) - keeping distance and entering the room at different times.</p> <p>Disinfectant sprays and disposable cloths/paper towels will be available in all work areas so staff can wipe down their works stations at regular intervals during the school day.</p>	<p>21stMay2020</p> <p>All staff action By 21stMay 2020</p>	
Possible contamination within classroom/teaching and learning spaces	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> 1. Classrooms with external doors direct to the outside to be used where possible. 2. Classrooms and learning spaces to be assessed to determine the maximum number of pupils that can be accommodated to enable adequate social distancing (SFAIRP). 3. Outdoor learning to be considered and 	<p>Create a list of rooms with maximum occupancy levels</p> <p>Occupancy level:</p> <p>Reception Class – 6</p> <p>Year 1 – 10</p> <p>Year 2 – 9</p> <p>SGTR – 9</p>	<p>JS</p> <p>22nd May2020</p>	Completed

		<p><i>undertaken maintaining social distancing.</i></p> <p>4. <i>Desks and chairs positioned at suitable distances apart or removed from the classroom and stored in the school hall.</i></p> <p>5. <i>Pupils to be given their own designated desk, chair and 'cloakroom' chair, tray to minimise any potential cross contamination.</i></p> <p>6. <i>Soft furnishing such as mats/beanbags and cushions removed from all classroom and learning areas.</i></p> <p>7. <i>Soft toys removed from all classroom and learning areas.</i></p> <p>8. <i>Pupils will be provided own tray with pens, pencils, ruler, and any other essential equipment to learning. The pack will be wiped after each day.</i></p> <p>9. <i>Laptops/iPads will be named and wiped clean after each day.</i></p> <p>10. <i>Use of communal equipment will be</i></p>	<p>Year 3 – 9 Year 4 – 9 Year 5 – 9 Year 6 - 8</p> <p><i>If younger pupils need comfort or something to play with at lunchtime, a small non soft (wipeable) toy could be brought from home.</i></p> <p><i>cleaning products will be used: Spray disinfectants Paper towels/disposable cloths</i> <i>Office Administrator and MAC liaising with</i></p>		
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		<p><i>avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</i></p> <p><i>11. Resources available will be limited to what is essential for use on a daily basis and planned in advance.</i></p> <p><i>12. Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</i></p> <p><i>13. Weather permitting windows to be opened to provide fresh air to be circulated within classroom and learning areas.</i></p> <p><i>14. Light switches, windows, and blinds only to be operated by lead teacher/staff members in the classroom.</i></p>	<p><i>school office/caretaker – maintaining sufficient supplies of cleaning materials.</i></p> <p><i>HT to monitor standards of cleaning weekly and review cleaners' hours if necessary.</i></p>	<p><i>All staff Will be responsible for cleaning of the equipment resources in their area during the school day</i></p>	
<p><i>Possible contamination from use of toilet/welfare facilities</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-</i></p>	<p><i>1. Although female staff toilet area is designed for more persons at the time. Only 1 person can be in the area. Wait until toilet area is vacant before use.</i></p> <p><i>2. Pupil 'bubbles' will have set toilets designated for their use.</i></p>	<p><i>Consider whether all toilets become unisex if significantly higher ratio of one gender to another.</i></p>		

	19:	<p>Reception Class – own toilets and Year 1 toilets Year 1 – Class Y3/4 toilets Year 6 – Class Y5/6 toilets Key Workers children – Class 2 toilets</p> <p>3. Pupils will be monitored in their use of toilets to maintain social distancing – younger pupils will be supervised to toilet areas; Yr. 6 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</p> <p>4. Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</p> <p>5. Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by Caretaker and will be topped up in between if required.</p> <p>6. Only liquid soap is permitted in school.</p> <p>7. Hand drying will be by air hand drier or disposable towels only.</p> <p>8. Bins throughout school will be emptied daily and this will be reviewed with</p>	<p>Ensure that there are sufficient stocks of soap available.</p> <p>Confirm that a sufficient amount of hot water is readily available.</p> <p>Ensure supplies of soap are regularly checked and orders completed if necessary (see above).</p>	<p>KB an MAC by 1st June 2020</p> <p>RH ensures all boilers are checked working; regular, ongoing water testing procedures (compliance with H&S practices) by 27th May 2020</p>	
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		emptying increased more frequently if required.			
Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> 1. Each year group will spend their break time in the allocated area with no mixing with other year groups allowed. 2. Fixed external play equipment to be taken out of use, including tyre track. 3. Outdoor shelters and bicycle store are taped off for no entry. 4. Clear signage to prevent use of tyre track 5. Only hard equipment that can be sanitised prior and after use to be available to pupils 6. Activities considered to promote social distancing during break periods. 7. Risk reduction plans will be completed for those returning pupils who display challenging behaviour (biting, spitting, kicking, hitting – both towards staff and other pupils). Parents will be required to collect their child if they deliberately break social distancing rules. 	<p>Complete plan for staggered play and lunchtimes.</p> <p>Make sure outdoor equipment which was used after break time is cleaned. Using Spray disinfectants, Paper towel, or disposable cloth</p> <p>Add annex to Behaviour Policy to address Covid-19</p> <p>https://www.gov.uk/gov</p>	<p>JS By 22.05.2020</p> <p>All staff Will be responsible for cleaning of the equipment resources in their area – daily</p>	

		<p>8. Staff to minimise close contact with children who may be displaying challenging behaviour (as above). PPE items available for each bubble, also increase hygiene measures, wiping surfaces and hand washing. Child will be collected by parents if refusal to follow social distancing rules. All staff to read Govt. guidance.</p> <p>Staffing ratios assessed and determined. If pupils are eating, hands to be washed (see <i>handwashing</i>). After external activities – staff and pupils to wash hands (see <i>handwashing</i>)</p>	ernment/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance		
<p>Possible contamination from inadequate social distancing or cross contamination of equipment at Lunch Break times or during external</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</p>	<ol style="list-style-type: none"> Supervised hand washing of pupils prior to lunch (see <i>handwashing</i>). Lunch will be eaten in the Year group 'bubble' classrooms. Set up to maintain social distancing eating, as far as is reasonably possible. 	<p>Consider and develop plan depending on number and size of eating areas, playgrounds, fields etc. designate/zones/times and supervisions</p>	<p>SLT By 1st June 2020</p>	

learning activities		<p>3. Weather permitting staff may decide that pupils will eat outside in the allocated areas, sitting on the wipeable soft seats “doughnuts” on grass.</p> <p>4. Pupils to wait in lunch areas until all of “class group” finished before going either out to their designated play areas or back to classroom</p> <p>5. Fixed external play equipment to be taken out of use,</p> <p>6. Only hard equipment that can be sanitised prior and after use to be available to pupils</p> <p>7. Supervised hand washing of pupils prior after break.</p>	ratio's		
Possible contamination from inadequate social distancing in other communal gatherings - assembly	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<p>1. Collective worship and assemblies will only take place within pupil ‘bubbles’ – there will be NO whole school or combined gatherings.</p>			

Insufficient access to first aid	Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment	<ol style="list-style-type: none"> 1. Sufficient first aid provisions are in place in line with the school's first aid risk assessment. Office Administrator/MAC liaise at least weekly with school, in order to check levels of first aid/PPE resources and equipment. Orders will be placed in good time. 2. Pupils will be encouraged to clean their own cuts with the guidance of the school's first aider. 3. Head bump protocols to continue as before. 	Review first aid Policy and first aid risk assessment– with Reception, and Year 1 pupils in school there must be, as an absolute minimum an emergency paediatric trained member of staff on site (ideally a 12-hour paediatric trained first aider in each area)	JS 01st June 2020 Risk Assessment for First Aid to be completed	
Possible contamination by close contact when providing first aid or care to pupils	Pupils, staff, visitors, and the general public becoming infected with COVID-19:	<ol style="list-style-type: none"> 1. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. 2. Where it is considered necessary due to the close proximity of care required, disposable fluid resistant surgical face masks and disposable aprons are available and should be worn by staff 	Make sure all PPE in place	MAC, before re opening	In place

		<i>delivering first aid or providing care.</i>			
<i>Possible contamination from a symptomatic person on site</i>	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i>	<ol style="list-style-type: none"> 1. Symptomatic person should not be on site – see first section. 2. Should a staff member arrive at school or become symptomatic whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room – the School Foyer (close the internal door and external door in the room if possible, or wait just outdoors, adjacent to the main door, weather permitting.) 3. Should a pupil become symptomatic whilst at school they will be isolated in the School Foyer (close the internal door and external door in the room if possible, or wait just outdoors, adjacent to the foyer external door, weather permitting.) They will be supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer 	<p>A dynamic Risk assessment of the situation (what areas was person in, what other people in contact) will be conducted.</p> <p>Plan what school supposed to do when symptomatic. See Appendix 1 on Pg 28.</p>		<i>New guidance circulated to staff.</i>

		<p><i>will be contacted and required to collect pupil asap.</i></p> <ol style="list-style-type: none"> <i>4. PPE will be stored in the meeting room.</i> <i>5. Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.</i> <p><i><u>Government guidance</u> will then be followed.</i></p> <p><i>A deep clean of the area of isolation area will be undertaken, following the collection of a symptomatic person. Where possible the area will be isolated for 72 hours with good ventilation prior to the deep clean. If not possible (mid-week) then deep clean immediately. All members of cleaning staff will have up to date training i.e. COSHH and infection control training.</i></p>			
					<p><i>Foyer only open to parents following an</i></p>

			<p><i>arranged appointment, so office staff can cancel any appointments or change their location to school library.</i></p> <p>Training completed on 18.6.20</p>		
<p><i>Insufficient or inappropriate PPE available or misuse of PPE</i></p>	<p><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></p>	<ol style="list-style-type: none"> <i>1. Disposable gloves and aprons and masks, and aprons available for use as identified required. PPE equipment is to be stored in the meeting room.</i> <i>2. Regular checking of PPE stock to be carried out by office staff.</i> <i>3. Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended.</i> 	<p><i>PPE needs to be on site</i></p>	<p><i>MAC before reopening</i></p>	

		<p>4. Staff will be shown how to put on a face mask. Link https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2</p> <p>5. Staff will be shown how to safely remove apron and gloves. https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/</p> <p>6. All PPE should be single use and disposed of appropriately.</p>	Links have been re-sent to staff 10.7.20		
Inadequate management of circulation areas	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>1. The movement of staff and pupils around the school to be planned and managed when moving to different areas for break times, lunch times and when accessing other areas with unnecessary movement around the school restricted.</p> <p>2. Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle</p>	<p>Consider one-way system, where possible</p> <p>Movement of staff and pupils protocol</p>	<p>SLT</p> <p>SLT in place</p>	

		<p>contamination.</p> <p>3. Fire doors to be closed when pupils leave site.</p>	<p>Designate a person to be responsible for all wedged Fire door closing across the site.</p>	<p>RH when locking up the school - Daily</p>	
<p>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</p>	<p>Pupils, staff, visitors, and the general public becoming infected with COVID-19</p>	<ol style="list-style-type: none"> 1. Social distancing measures of 2 metres apart, as far as is reasonably possible, must be observed at all times. 2. Staff not to enter specific offices without invite/prior planning. (Notices on doors, telling staff about the protocol in place.) 3. Staff to wash hands prior to entering staff room or designated areas, before preparing and food or making drinks. 4. Create more local to their designated area provisions. 5. Hand sanitiser to be available in staff room and designated areas and used before touching any communal equipment such as kettle, fridge cupboards dishwasher. 6. The provision of antibacterial wipes will be made available for staff to clean all contact points, prior and after using 			

		<p>equipment.</p> <p>7. All staff should follow the school's waste management procedures.</p> <p>8. Where shared equipment, computers are used for PPA, desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.</p> <p>9. Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p>			
Insufficient or ineffective cleaning	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>1. Cleaners given Government guidance instructions https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>2. Cleaners should continue to wear clothing and PPE as determined by their existing risk assessments.</p> <p>3. Standard cleaning regimes have been adapted and updated to ensure all areas</p>			

		<p>being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</p> <p>4. Toilet and washroom areas, food preparation areas and staffrooms are cleaned daily.</p> <p>5. Staff are expected to maintain the designated staff refreshment areas during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</p> <p>6. Areas not in use are closed and locked down so cleaning can be concentrated where required.</p> <p>7. Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</p> <p>8. Additional cleaning of touch points is</p>	<p>Touch points:</p> <p>Rails, across the site, Any door handles, taps, kettles, microwave, staff kitchen cabinets, light switches, door open switches</p>	<p>Staff in Year group 'bubbles' will be responsible for regular cleaning of regularly touched surfaces</p> <p>This is ongoing and is carried out at least twice a day.</p>	
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		<p>taking place daily (all door handles, light switches, and handrails).</p> <p>9. All internal bins will be emptied daily to external bins.</p> <p>10. All members of cleaning staff will have up to date cleaning, COSHH and infection control training.</p> <p>In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</p>		18.6.20	
Ineffective management of potentially contaminated waste	Pupils, staff, visitors, and the general public becoming infected with COVID-19	<p>1. Standard waste will continue to be managed in line with existing arrangements.</p> <p>2. Any waste that is considered to be potentially infected/contaminated will be double bagged for 72 hours before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</p>			

Social distancing on school transport services	<i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i>	N/A			
Ineffective safeguarding measures	<i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i>	<ol style="list-style-type: none"> 1. School has robust safeguarding measures in place with a Designated Safeguarding Lead (or DDSL) who is available. 2. All staff have had safeguarding training. 3. Staff have been reminded of the importance to look out and note changes to “normal” behaviours of pupils and report any concerns immediately 	DSL or DDSL will be in school, or will be available	<i>JS 01st June 2020</i>	
Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home	<i>Staff may experience higher levels of stress and anxiety</i>	<ol style="list-style-type: none"> 1. School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally. 2. Mental health and wellbeing information has been shared with staff. 	Review procedures and support available to staff	<i>JS 01st June 2020</i>	

arrangements and concern about contracting COVID-19	Potential increase in incidents of Domestic violence	<p>3. SLT regularly checking on staff and have an open door to discuss concerns.</p> <p>4. SLT reassuring staff and communicating thoroughly and opening all measures, controls, and arrangements in place to maintain safety, as far as is reasonably possible.</p>			
Signature of Senior Leadership Team:					
Date review required:		Date review required:	Date review required:		

Appendix 1. **What to do, in response to COVID-19**

Background

Schools are working hard to welcome more pupils back to school safely. One of the key considerations for headteachers is what to do if or when a child or member of staff develops symptoms, or you have one or more cases of COVID-19 in school. Public Health have summarised the guidance to support school leaders. This guidance will update and change as the situation evolves nationally.

What do I do if a child or a teacher has symptoms?

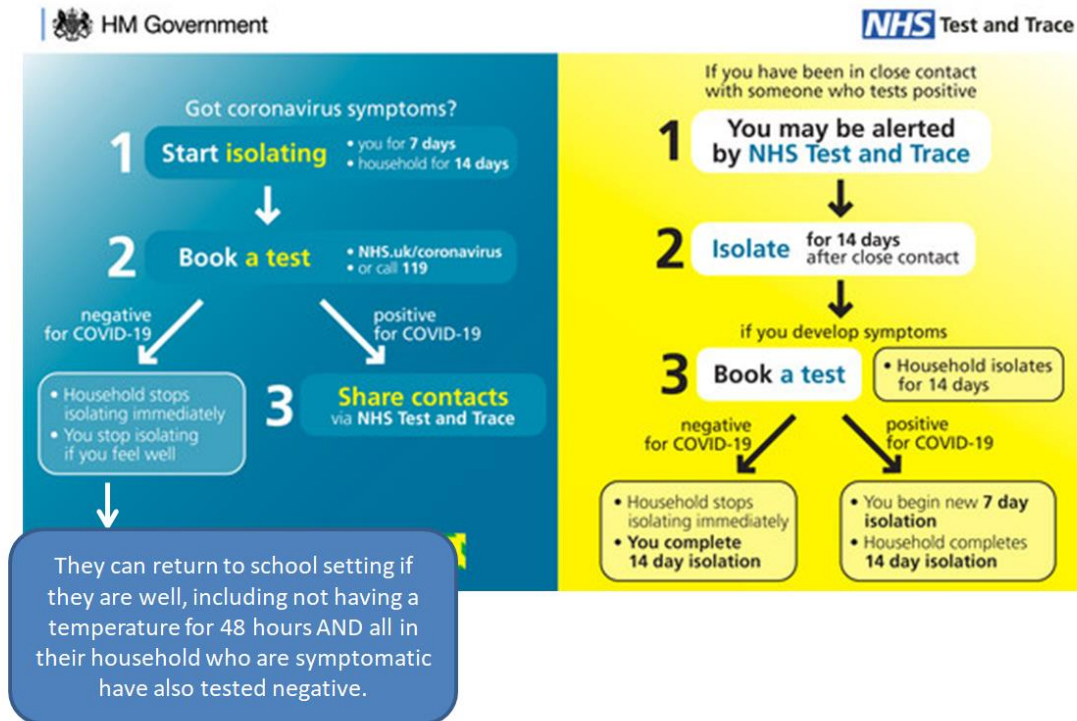
- **If ONE child or teacher has symptoms** - the school needs to clean appropriately ¹and notify PHE. The individual needs to isolate for at least 7 days and their household contacts for at least 14 days (pending outcome of test results).
- Please report symptomatic **cases** (and any suspected clusters or outbreaks) as soon as possible to the **Health Protection Team** in Public Health England using the online reporting system available here: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>
- Or by telephone to **0344 225 3560 (opt 0 opt 2)**
- All people with symptoms should book a test (see infographic below) immediately. This should be done within 3 days and no later than 5 days for the test to be accurate. Please note that for teachers there are a range of options available to book testing.
- **If the child or the teacher with symptoms tests negative** for COVID-19, they are allowed to return to school if they are well, including not having a temperature for 48 hours AND all in their household who have COVID symptoms have also tested negative (important as there remains some risk of false negatives). Their household can also stop isolating if those criteria are met.²
- **If the child or teacher tests positive – they need to continue self-isolating for 7 days** (and until well and have had no temperature for 48 hours) and their own household contacts need to continue to self isolate for 14 days, following the national stay at home guidance.³
- **In addition to the above, where a child or teacher tests positive**, the children and teachers in their bubble need to isolate for 14 days – they are close contacts. The household members of these close contacts don't need to isolate, unless anyone in the household develops symptoms. Close contacts of the confirmed case, who then go on to develop symptoms, should book a test as below. If they test negative – they still need to continue isolating because they have been in contact with a confirmed case, but their household contacts can stop isolating, if they are well (including no

¹ <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

² <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/>

³ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

temperature for 48 hours). If they test positive, they should then start a further 7 days of isolation from the onset of symptoms (and not return to school until well and have not had a temperature for 48 hours), and their household contacts should isolate for 14 days from the onset of symptoms (following the national [stay at home](#) guidance)



Who do I need to include in the test and trace?

- *Schools need to ensure all contact lists for children and staff are up to date so that all children and staff can be traced if a COVID case is reported. All children and staff who have been a close contact need to be informed of their requirement to isolate. A close contact typically means being within 2 metres for 15 minutes, but also includes face to face contact and some contact at less than 1 metre.*
- **Siblings:** *If a child has tested positive, please ask about siblings in other classes so that we can watch this class for future symptoms.*

What is an outbreak and what do I do?

- *If there are 2 people with symptoms or 2 confirmed cases in the school (e.g. two children or one child and one teacher, or two teachers etc.), whether they are from the same bubble or separate bubbles - that is by definition an outbreak. The outbreak needs to be notified at the point the individuals become unwell – you should not wait for test results.*
- *Please report **outbreaks** as soon as possible to the **Health Protection Team** in Public Health England using the online reporting system available here: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>*
- *Or by telephone to **0344 225 3560 (opt 0 opt 2)***

Notifying PHE of COVID-19 Situations

- *Public Health England (PHE) are currently working on guidance for schools to advise on COVID-19 situations and reporting outbreaks and will be released in due course.*