

# Preventing and Managing Sickness including outbreaks

## COVID Risk Assessment and Procedures

### All children and staff attending school during the National Lockdown January 2021

Below we set out the control measures implemented to reduce the risk of pupils and staff contracting Covid in the school and to ensure the school is a Covid Secure work environment.

**Points which have been added or altered since the last review have been highlighted in yellow.**

<b>Risk</b>	That a member of staff or pupil contracts coronavirus either through contact with an infected person or through touching contaminated surfaces		
<b>Who at risk</b>	Staff, pupils, visitors		
<b>Risk level</b>	Everybody is at risk of contracting Covid 19, however in the majority of people, in particular children, the disease is a mild illness with no need for medical treatment. In vulnerable patients the disease can be more severe and can be fatal to some people.		
<b>Government advice</b>	This risk assessment has been compiled using the information in the document: <b>Guidance for full opening: Schools. Updated 30 December 2020</b>		
<b>Current School Operating Status</b>	National Lockdown – Stay at Home The school will remain open for all Nursery children, those in the 2-3 years provision, vulnerable children and the children of critical workers. All other children will learn remotely until February half term. This is to support the Public Health imperative to restrict movement and contact within the community.		
<b>CONTROL MEASURES TO MITIGATE RISKS</b>			
<b>Control Measure</b>	<b>Action</b>	<b>Who</b>	<b>Review</b>
Staff awareness and training	<ul style="list-style-type: none"> <li>- Risk assessment shared with staff</li> <li>- Staff training undertaken on infection control measures</li> </ul> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and put used tissues in the bin straight away.(catch it, bin it, kill it)</li> <li>• Wash your hands with soap and water often for at least 20 seconds – use hand sanitiser gel if soap and water are not available.</li> <li>• Minimise contact with individuals who are unwell.</li> </ul>	SLT All staff	

	<ul style="list-style-type: none"> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>- Regular updates to staff regarding any issues</p>		
Twice weekly asymptomatic testing of staff	<ul style="list-style-type: none"> <li>- All staff (including supply and peripatetic) given the opportunity to take part in national asymptomatic testing programme using Lateral Flow Device tests</li> <li>- All staff briefed on the use of these tests and reporting arrangements</li> <li>- Staff members identified to manage the test stock and to collect data on results of the tests</li> <li>- Staff must sign an 'opt-in' form to take part</li> <li>- Staff to take the test on a Sunday and Wednesday evening, reporting their results the following morning</li> <li>- Staff to self-isolate immediately if they test positive or receive two void results and book a PCR test at the test centre</li> </ul>	All staff	
Good Personal Hygiene	<ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with children;</li> <li>- All children to wash their hands or use hand sanitizer before coming to school, on entry to the school building, before going home and when they get home.</li> <li>- Classes to teach children hand washing techniques</li> <li>- Children to clean hands before snack (classroom) and before eating lunch (classrooms/ corridor toilets / hand sanitiser)</li> <li>- Distribute key information posters</li> </ul>	All staff and parents	
Social Distancing- minimising contact and mixing	<ul style="list-style-type: none"> <li>- The wearing of face masks is advised for all staff when welcoming children into school at the start of the day and seeing them out at the end of the day.</li> <li>- The wearing of face masks is advised for all staff meeting with parents or visitors in school. Parents and other visitors will also be asked to wear a face mask during meetings.</li> </ul>		<p><b>18.01.21</b>  <b>Early Years current staffing context</b></p> <ul style="list-style-type: none"> <li>• 1 staff member working from home and not on the rota, due to the</li> </ul>

- All staff to adhere to social distancing markers in the staff room, around the photocopier and in the main office.
- Staff must not mix with people outside of their household or support bubble.
- All staff must aim to social distance and try to keep two metres from other staff at all times.
- Early years and primary children cannot be expected to stay 2 metres apart from each other and staff but the children will be made aware of avoiding contact.
- In the interest of health and safety of staff and pupils, and the possible impact of operational running of the school i.e. lack of staff availability, control measures will need to be put in place.
- Desks and resources in the classrooms will be spaced out to keep the maximum distance apart within the space available. In the interest of health and safety, provision may need to be capped to a maximum of 15 children in Key Stage One and Two classrooms and 15 in each Early Years group. Early Years Groups are spaced out within the large reception and nursery classrooms in order to minimise contacts.
- Pupils and staff will be placed in year group bubbles and this will remain the same where possible throughout the school day.
- Activities such as PE will be run within the same groups.
- Lunchtimes will be held in the dining room based on a timetable to prevent greater mixing of children and staff.
- Children will eat their lunch with children from their own bubble and play outside in a zoned area for their year group.
- At playtimes, children will play in their zone and will not mix with children from other bubbles.
- Toilet usage will be supervised to ensure social distancing is adhered to. Extensive use of outdoor space will be encouraged.
- Staff toilets will operate 'one at a time' system with doors being locked
- The main office will operate a 'one in, one out' system to ensure people stay 2 metres apart.
- Any intervention will only take place within year group bubbles.

vulnerability of a dependent.

- 1 senior staff member working in another phase to support with staff absence due to COVID.

	<ul style="list-style-type: none"> <li>- Members of staff will supervise children coming into school, use of the cloakrooms, stairs and corridors to ensure children from different bubbles do not have direct contact.</li> <li>- Staff lunches will be timetabled to ensure there is no cross bubble contact and adequate space for social distancing</li> </ul>		
Pupil drop-off and collections	<ul style="list-style-type: none"> <li>- Staff and parents are to wear face masks at drop off and collection times.</li> <li>- Entrances/exit points will be entered directly from outside where possible.</li> <li>- Social distancing markers will be marked out from the door and parents and children should queue whilst each child enters the building.</li> <li>- Children must stand with their parents while waiting to enter the building.</li> <li>- Limit numbers of parents visiting site by requesting only one parent drops the child off – No high school or other older siblings to be onsite when parents are collecting younger children.</li> </ul>	Staff Parents/ca rers	
Extremely clinically vulnerable children and staff	<p>See following website for details regarding extremely vulnerable persons:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  Updated 5<sup>th</sup> January</p>	SLT/staff	
Clinically vulnerable pupils	<p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health  <a href="https://www.rcpch.ac.uk/">https://www.rcpch.ac.uk/</a></p>	Parents/p upils	

<p>Reducing contact point activities and resources</p>	<p>Teaching staff will not undertake any activity where they are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities, such as in PE / Gymnastics</li> <li>- No food preparation activities to take place</li> <li>- Remove from class area difficult to clean resources such as soft toys, upholstered furniture, intricate equipment which is difficult to clean</li> <li>- All pupils to have own pencil case and stationery with no sharing</li> <li>- Outside play equipment to be cleaned daily and if small items such as hoops are used these should be cleaned daily.</li> <li>- Cease the use of shared cups in class (e.g. using cups for water); replace with disposable cups or <b>individually labelled bottles</b></li> <li>- Equipment to be cleaned after use using disinfectant and disposable cloths.</li> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment 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.</li> </ul>	<p>Teaching staff SLT</p>	
<p>Music and singing in school</p>	<p>With appropriate safety mitigation and consideration, singing can still take place. The guidance states: Singing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation can be maintained.</p> <p>Children in the same bubble can take part in quiet singing in any class for part of any lesson in a well ventilated classroom. Schools should take particular care in music lessons to observe social distancing.</p> <p>Additionally, schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move</p>	<p>Teaching staff Peripatetic staff</p>	

	<p>between schools, for instance, but schools They will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</p> <p>Measures to take when handling equipment, including instruments, include the following: <b>Handwashing</b> - Requiring increased handwashing before and after handling equipment, especially if being used by more than one person. <b>Avoiding sharing instruments</b> - Avoid sharing equipment wherever possible. Instrument cleaned between uses when shared across classes.</p>		
Ventilation	<ul style="list-style-type: none"> <li>- Natural ventilation – opening 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). Opening internal doors can also assist with creating a throughput of air.</li> <li>- To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate. Opening high level windows in preference to low level to reduce draughts. Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) Providing flexibility to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct draughts.</li> <li>- Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</li> </ul>	Site, teaching staff	
Extensive cleaning	<ul style="list-style-type: none"> <li>- Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours</li> <li>- Disinfectant and disposable cloths kept safely in classrooms for use by staff</li> <li>- Daily cleaning of areas and additional cleaning of toilets and sinks during the day.</li> </ul>	Site; Cleaning Contractor	

	<ul style="list-style-type: none"> <li>- Deep clean procedures established based on government guidance 'Covid 19: cleaning in non-healthcare settings outside the home'.</li> </ul>		
Additional touch point cleaning daily	<ul style="list-style-type: none"> <li>- Toilets, light switches, door handles, bannister rails to be cleaned at mid points during the day as well as at the normal cleaning times at the end of or beginning of the day.</li> <li>- Hand gel will be provided to be used on hands before and after photocopier use.</li> </ul>	Site, Lunchtime staff	
Alcohol based gel (at least 70% alcohol)	<ul style="list-style-type: none"> <li>- Provide dispenser in main atrium, at year group entrances, playground entrances, in the dining hall and main hall.</li> <li>- Hand sanitiser available to classrooms</li> <li>- Ensure dispensers are full from the start of each day</li> <li>- All children to use hand gel at regular points throughout the day – On arrival at school, before and after playtimes and PE lessons, before going home.</li> <li>- Ensure adequate stock levels (where possible)</li> </ul>	Site; Staff; Lunch Staff , Finance	
Increase hand washing facilities	<ul style="list-style-type: none"> <li>- Mandatory handwashing for all children before lunch</li> <li>- Ensure all soap dispensers full and paper towels available</li> </ul>	Teachers Site	
Monitoring daily any child or staff absence	<ul style="list-style-type: none"> <li>- Daily report to the SLT on number of staff/pupil absences and symptoms</li> <li>- Weekly report on pupils for each class to SLT</li> <li>- Clusters of children to be identified.</li> </ul>	SLT Admin; Attendance officers	
School visitors and site users	<ul style="list-style-type: none"> <li>- The wearing of face masks is advised for all visitors interacting with adults in school.</li> <li>- The wearing of face masks is advised for all staff meeting with visitors in school. Visitors will also be asked to wear a face mask during meetings.</li> <li>- Compulsory handwashing / use of gel before entering school;</li> <li>- Inform them of new requirements and that they may be asked not to attend school due to positive test result of staff or pupil</li> <li>- Inform us if they have had any contact from NHS track and trace</li> </ul>	Office; Site	

	<ul style="list-style-type: none"> <li>- Contact details for all visitors will be taken on visiting the school for the purpose of contact tracing to take place.</li> <li>- Visitors should be asked to use their own pen, if a school pen is used it will be sanitised afterwards.</li> </ul>		
Absence policy	<ul style="list-style-type: none"> <li>- Staff or pupils with Covid must remain off school for 10 days from the start of symptoms or if asymptomatic, 10 days from a positive test result.</li> <li>- If somebody in the household has symptoms then the remaining household should isolate for 10 days.</li> <li>- Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>- book a test if they are displaying symptoms.</li> <li>- provide details of anyone they have been in close contact with if they were to test positive for coronavirus</li> <li>- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> </ul> <p>If a member of staff is contacted by Test and Trace, the guidelines must be followed and school must be informed.</p>	SLT Staff	
Support for families affected	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support;</li> <li>- Regular contact with affected families and staff – wellbeing checks.</li> </ul>	SLT	
Use of PPE	<ul style="list-style-type: none"> <li>- Use of face masks is not recommended in classrooms</li> <li>- Mask, goggles, apron and gloves should be used where there is a child receiving intimate care, such as nappy changing.</li> <li>- Also if a child becomes unwell with symptoms of corona virus while in school prior to the child being collected and the supervising adult cannot keep 2 metres away then mask, goggles, apron and gloves should be used.</li> </ul>	SLT	
Outdoor garden activities	<ul style="list-style-type: none"> <li>- Growing Outside will adhere to their risk assessment which includes additional hygiene and social distancing.</li> <li>- A maximum of 15 children will take part in the outdoor lessons at any time.</li> </ul>	SLT Gardening lead	

	- See risk assessment on school websites.		
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### COSST Coronavirus Key Actions

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Refer to SLT</li> <li>- Child or staff member sent for testing where appropriate</li> <li>- Area where pupil located deep cleaned whilst class take time outside.</li> <li>- Use handheld thermometer to take temperature</li> </ul> Complete investigation form Inform staff Core reminders of hygiene	SLT	

Confirmed case in school	<ul style="list-style-type: none"> <li>- Positive Case Protocol put in to action</li> <li>- Deep clean core areas based on the deep clean checklist. (including possibly closure for deep clean)</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>	SLT; Site	
Presenting symptoms/Suspected case in a family	<ul style="list-style-type: none"> <li>- Isolation at home for 10/14 days as a precautionary measure</li> <li>School to provide home learning</li> </ul>	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Children in the family to remain at home for 10 days</li> <li>- If child has been in school ensure high levels of cleaning in areas where child has been</li> <li>- Deep clean of the classroom and school as instructed by public health local protection scheme</li> <li>Communicate with parents</li> </ul>	SLT Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / TA cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT	
General staff shortage	<ul style="list-style-type: none"> <li>- Supply / prioritise most needy children / classes with remaining staff</li> <li>All staff to be flexible on roles and responsibilities, taking on different duties as/if required by the school</li> </ul>	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify why these children are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SEND Team; FSW	
Staff with underlying health condition	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home, contactable</li> </ul>	SLAM Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home and take a test – Share Track and Trace information with a member of SLT</li> <li>- If when working from home symptoms develop contact school under normal procedures.</li> <li>-</li> </ul>	SLT	
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice</li> <li>- Complete pregnancy risk assessment</li> <li>Make reasonable adjustments to role</li> </ul>	SLT	
Kitchen shut down	<ul style="list-style-type: none"> <li>- School to provide packed lunches prepared by other staff</li> <li>Support to be provided by partner school</li> </ul>	SLT	
Site team shortage	<ul style="list-style-type: none"> <li>- Cover by staff within school such as LOs or agency staff.</li> </ul>	Site	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone/email if working from home</li> <li>Virtual meetings</li> </ul>	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / SLT</li> <li>- Inform parents not to phone unless emergency</li> </ul>	Site	
Other school users	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension of usage may occur.</li> </ul>	Site	
Long period shut down	<ul style="list-style-type: none"> <li>- Home Learning Protocol put in to action</li> <li>- Continue learning activities via email and/or mobile phone</li> </ul>	SLT; Staff	

## Preventing and Managing Sickness

# Information for staff, visitors and building users

We have currently increased precautions in place to ensure effective prevention of the spread of illness.

**All users of the building are asked to follow the following guidance:**

### Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards

### Don't

- X do not touch your eyes, nose or mouth if your hands are not clean**
- X enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

If you think you might have coronavirus or you've been in close contact with someone with coronavirus ring NHS 111.

Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.