

## Coronavirus (COVID-19): risk assessment for full opening in September

Now that schools are welcoming back all pupils this September, they need to ensure the risks from coronavirus (COVID-19) continue to be managed effectively. This means that school employers and leaders are legally required to think about the risks staff and pupils face and do everything reasonably practicable to minimise these risks. Schools must make sure a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus and make the school COVID-secure.

School employers have a legal duty to consult their employees on health and safety in good time. It may also be appropriate to involve pupils and parents in these discussions to help them understand the measures that are being put in place.

Schools should share the results of their risk assessment with staff and consider publishing it on their websites to provide transparency for pupils and parents – HSE expects all employers with over 50 staff to do this.

Once completed, the risk assessment needs to be monitored and reviewed regularly, to ensure the measures are working and to take action to address any shortfalls.

Schools should consider the measures outlined in the DfE's '[Guidance for full opening: schools](#)' to inform decisions on what control measures should be implemented. The template risk assessment below has been created in line with DfE guidance.

**Please note that this risk assessment has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school. We understand that opening schools to all pupils will be very challenging. This resource will be kept up-to-date with new guidance and any changes to current advice.**

# All Saints' CE Primary School, Ilkley

Assessment conducted by: <b>Joe Cooper</b>	Job title: <b>Deputy Headteacher (was previously Acting Head at start of Risk Assessment)</b>	
Date of assessment: <b>4<sup>th</sup> December 2020</b>	Review interval: <b>Monthly</b>	Date of next review: <b>January 2021</b>
<b>Related documents</b>		
<u><b>Coronavirus (COVID-19): Full Opening Plan, Coronavirus (COVID-19): Contingency Plan (in progress), Social Distancing Policy, Infection Control Policy, First Aid Policy, Fire Safety Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting Pupils with Medical Conditions Policy, Bereavement Policy.</b></u>		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

## KEY PERSONS RESPONSIBLE:

- **HT (Headteacher)**
- **SBM (School Business Manager)**
- **SM (Site Manager)**
- **FGB (Full Governing Board)**
- **DSL (Designated Safeguarding Lead)**

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> <li>All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li><a href="#">Health and Safety Policy</a></li> <li><a href="#">Infection Control Policy</a></li> <li><a href="#">First Aid Policy</a></li> <li><a href="#">Social Distancing Policy</a></li> <li><a href="#">Coronavirus (COVID-19): Full Opening Plan</a></li> </ul> </li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Health Protection (Notification) Regulations 2010</li> <li>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>DfE (2020) 'Guidance for schools: coronavirus (COVID-19)'</li> </ul> </li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>DfE</li> <li>NHS</li> <li>PHE</li> <li>Department of Health and Social Care</li> <li>The school's local health protection team (HPT)</li> </ul> </li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email.</li> </ul>	Y	HT	Ongoing – updated as necessary	M
	H	<ul style="list-style-type: none"> <li>The <a href="#">SBM</a> conducts a review of all supplier and contractor arrangements to ensure they are appropriate for full school opening.</li> </ul>	Y	SBM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">SLT</a> reviews relevant school policies to ensure they account for new provisions.</li> </ul>	Partial – ongoing: Social distancing policy to be displayed in staffroom	HT	Ongoing	M

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Premises	H	<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>Roof and loft inspections are carried out by trained personnel.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>A suitably trained individual checks that external electrical equipment, e.g. CCTV cameras, is in working order.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> checks all areas of the school grounds, including car parks and walkways, for any potential hazards.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> checks all security systems for integrity and that they are in working order.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">SBM</a> makes insurers aware of the building's state of use.</li> </ul>	Y	SBM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> ensures that the insurer's risk mitigation requirements are enacted and observed.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>All keyholder information is updated in accordance with the insurer's instructions, where required.</li> </ul>	Y	SBM		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">site manager</a> checks for any signs of pests, and any damage or loss of supplies as a result of pest activity.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>External signage is visible to show that access to the school premises is restricted.               <ul style="list-style-type: none"> <li><b>Spray painted signage (arrows, social distance marks) in place. Signage for gates (social distancing and wear face coverings displayed)</b></li> </ul> </li> </ul>	Partial/ongoing	HT	BY Jan 2021	M

	H	<ul style="list-style-type: none"> <li>Any hazards found during checks on the premises are reported to the <b>headteacher</b> as soon as possible and issues are resolved prior to the school fully opening.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b>, in conjunction with the <b>governing board</b>, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	Y	HT/ FGB		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Areas of the premises which remain closed are adequately secured and clearly identifiable.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <b>site manager</b> arranges for any changes to the premises to be made to account for social distancing measures.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs.</li> </ul>	Y	HT		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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<b>Gas supply, systems and equipment</b>	H	<ul style="list-style-type: none"> <li><b>A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety.</b></li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>The <b>site manager</b> checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible.</li> </ul>	Y	SM		M

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Electrical supply, systems and equipment	H	• A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety.	Y	SM		M
	H	• Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required.	Y	SM		M
	H	• The relevant staff check that all phone and broadband connectivity is in working order.	Y	SBM / HT		M
	H	• A suitably trained technician checks that the main and emergency lights are in working order.	Y	SM		M
	H	• The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets.	Y	SM		M
	H	• The <a href="#">site manager</a> ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible.	Y	SM		M

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Heating and ventilation	H	• The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens.	Y	SM		M
	H	• Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required.	Y	SM		M
	H	• The <a href="#">site manager</a> checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents.	Y	SM		M
	H	• All ventilation systems remain energised in normal operating mode.	Y	SM		M
	H	• Where possible, the windows of occupied rooms are open.	Y	SM / Relevant staff		M
	H	• Ventilation to chemical stores remain operational.	Y	SM		M

Fire safety and evacuation routes	H	• A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.	Y	SM / HT		M
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	H	<ul style="list-style-type: none"> <li>The <b>fire safety officer</b> and <b>headteacher</b> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> </ul>	Y	HT and SM		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y	HT		M

<b>Water storage, drainage systems and sanitary appliances</b>	H	<ul style="list-style-type: none"> <li>A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>All water systems are thoroughly flushed, e.g. toilets and taps, and the <b>site manager</b> commissions a water treatment specialist to chlorinate water systems where required.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order.</li> </ul>	Y	SM		M
	H	<ul style="list-style-type: none"> <li>Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure.</li> </ul>	Y	SM		M

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<b>Lifts, automatic doors and plant equipment</b>	H	<ul style="list-style-type: none"> <li>The <b>site manager</b> checks that lifts, stairlifts and automatic doors are in working order.</li> <li>The <b>site manager</b> ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible.</li> <li>A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the <b>site manager</b> ensures any required inspections take place as soon as possible.</li> </ul>	Y	SM		M
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<b>Cleaning</b>	H	<ul style="list-style-type: none"> <li>The <b>site manager</b> creates a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li><b>A specific daily cleaning schedule is being followed</b></li> </ul>	Y	SM		M
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		- A cleaning schedule in the case of a positive case in school is being drawn up – see appendix A				
	H	• Dining areas are cleaned between use by different pupil groups (known as 'bubbles').	Y	SM Lunchtime Staff		M
	H	• Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection.	Y	SM Lunchtime Staff		M
	H	• The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the <a href="#">COSH Policy</a> .	Y	SM Lunchtime Staff		M
	H	• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.	Y	SM Lunchtime Staff		M
	H	• Adequate amounts of suitable cleaning agents are available.	Y	SM Lunchtime Staff		M
	H	• All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.	Y	SM Lunchtime Staff		M
	H	• PPE is available to members of staff who require it to carry out cleaning safely.	Y	SM Lunchtime Staff		M

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Minimising contact with individuals who are unwell	H	• <b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds.</b>	Y	HT		M
	H	• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. - Policy written - to be distributed round staff	Y	HT		M
	H	• Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.	Y	HT		M
	H	• If the pupil needs to use the toilet while awaiting collection, they use a spare bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else	Y	HT		M
	H	• PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.	Y	HT		M



	H	<ul style="list-style-type: none"> <li>Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.</li> <li>The area around the unwell individual is cleaned with normal household bleach after they have left the premises.</li> <li>Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. <ul style="list-style-type: none"> <li><b>A cleaning schedule in the case of a positive case in school is being drawn up – see appendix</b></li> </ul> </li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community.</li> </ul>	Y	HT		M

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<b>Test and trace</b>	H	<ul style="list-style-type: none"> <li>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:               <ul style="list-style-type: none"> <li>Book a test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.</li> </ul> </li> </ul>	Y	HT		M
		<ul style="list-style-type: none"> <li>Anyone in school who displays symptoms is encouraged to get a test.</li> </ul>	Y	HT		M
		If available, the school provides staff and parents with a home testing kit if they develop symptoms. School will prioritise giving test kits to staff who cannot obtain a test before giving out to families.	Y	HT		M
		<ul style="list-style-type: none"> <li>Parents and staff are asked to inform the school immediately of test results.</li> </ul>	Y	HT		M
		<ul style="list-style-type: none"> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> </ul>	Y	HT		M
		<ul style="list-style-type: none"> <li>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>	Y	HT		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> <li>Where an individual in the school community tests positive for coronavirus, the <b>headteacher</b> contacts the local HPT immediately.</li> <li>Cases of COVID-19 should be reported to the Leeds Health Protection Team (part of Public Health England) - Phone: 0113 386 0300</li> <li>Out of hours for health professionals only: please phone 0114 304 9843 and ask for public health on-call</li> </ul> <p>NEW helpline set up 17.9.20:</p> <p>See appendix C</p>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school works with the local HPT to manage the response.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> <li>Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school ensures that families and pupils have been given the 'all clear' to return to school by NHS 119 service following any period of self-isolation.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms.</li> </ul>	Y	HT		M

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Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> <li>Extra sanitising stations are set up providing 70% alcohol-based hand sanitiser. <ul style="list-style-type: none"> <li><b>Extra hand sanitizing stations have been set up around school</b></li> </ul> </li> </ul>	Y	HT / SM / SBM		<b>M</b>
	H	<ul style="list-style-type: none"> <li>Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Adequate amounts of soap, tissues and bins are available in the relevant areas.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> </ul>	Y	SENDCo		M
	H	<ul style="list-style-type: none"> <li>Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>	Y	SENDCo		M
	H	<ul style="list-style-type: none"> <li>Hygiene measures are explained to visitors and contractors upon their arrival. <ul style="list-style-type: none"> <li><b>Checklist upon arrival at school with various information to be collated/improved</b></li> </ul> </li> </ul>	Y	HT		M

Minimising contact between individuals and maintaining social distancing	H	<ul style="list-style-type: none"> <li>The <u>Social Distancing Policy</u> is shared with all relevant members of the school community and adhered to as far as possible.</li> </ul>	Y	HT		<b>M</b>
	H	<ul style="list-style-type: none"> <li>Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils are separated into bubbles.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Most bubbles are the size of a full class or group, and, where possible, pupils do not mix with those outside of their bubble.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff can move between bubbles, but minimise close contact with others whilst doing so.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils' educational and care support plans are provided as normal.</li> </ul>	Y	HT / SENDCo		M

	H	<ul style="list-style-type: none"> <li>Classrooms are adapted to support social distancing, including seating pupils appropriately and moving furniture out of classrooms to make more space.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Visual aids are used to display social distancing measures.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Assemblies are staggered throughout the day and conducted within pupils' groups.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.</li> </ul>	Y	HT / SBM		M
	H	<ul style="list-style-type: none"> <li>Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <a href="#">headteacher</a> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where first aid must be administered in close proximity, those administering it undertake infection control measures immediately afterwards, in line with HSE <a href="#">guidance</a>.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Start and finish times for the school day are staggered.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where necessary, school transport is restricted to essential use only.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where school transport is essential, infection control and social distancing measures are implemented. Assurances sought from providers.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The use of public transport to and from school is minimised as far as possible. Where it is necessary, pupils are encouraged not to travel during peak times, and staggered start and end times to the school day are implemented to ensure this is possible.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Social distancing measures are explained to all contractors and visitors upon their arrival.</li> </ul>	Y	HT / SBM	By Oct 2 <sup>nd</sup> 2020	M
	H	<ul style="list-style-type: none"> <li>A record is kept of all visitors and contractors that come to the school site.</li> </ul>	Y	HT / SBM	By Oct 2 <sup>nd</sup> 2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Resources	H	<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Classroom resources, e.g. books and games, can be shared within a bubble and are cleaned regularly.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Resources that are shared between bubbles, e.g. sports equipment, are thoroughly cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationary and mobile phones (Year 6 only and with express permission)</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils are permitted to bring bags to school.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y	HT		M

PPE and face coverings	H	<ul style="list-style-type: none"> <li>PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. <ul style="list-style-type: none"> <li>PPE is available to all staff who request it for their own wellbeing</li> </ul> </li> </ul>	Y	HT / SBM	Ongoing – reviewed as appropriate	M
	H	<ul style="list-style-type: none"> <li>Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>In line with current government guidance, face coverings are not required to be worn inside the premises but are requested of parents/carers during drop-off and pick-up</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Face coverings are not worn in classrooms.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school has a contingency supply of face coverings.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> assesses whether visitors and staff need to wear face coverings where social distancing is difficult, e.g. in corridors and staff rooms.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff and pupils are not prevented from entering or attending school on the grounds that they are not wearing a face covering.</li> </ul>	Y	HT		M

	H	<ul style="list-style-type: none"> <li>Face coverings kept in school for emergencies.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>If an individual arrives at school are encouraged to wear a face covering and follow government guidelines for appropriate application and storage of the face covering</li> </ul>	Y	HT / SBM		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Mental health and wellbeing	H	<ul style="list-style-type: none"> <li>The <a href="#">SLT</a> nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme in the Autumn term, who can then disseminate the learning and practice to staff and pupils within the school. <ul style="list-style-type: none"> <li>Course booked for Oct 13<sup>th</sup> + 20<sup>th</sup></li> </ul> </li> </ul>	Y	HT and MH champion		M
	H	<ul style="list-style-type: none"> <li>Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have.</li> </ul>	Partial	HT / FGB	Pupil survey underway – by Christmas	M
	H	<ul style="list-style-type: none"> <li>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the <a href="#">SLT</a> to act on any concerns staff and volunteers may have.</li> </ul>	Y	HT / FGB		M
	H	<ul style="list-style-type: none"> <li>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> </ul>	Y	SENDCo		M
	H	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff and volunteers are able to return to work following the period of shielding. The <a href="#">headteacher</a> and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> </ul>	Y	HT / SBM		M
	H	<ul style="list-style-type: none"> <li>The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>If required, staff can adjust their working hours, as agreed by the <a href="#">Headteacher</a></li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> ensures that the school can be adequately and safely staffed.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and the <a href="#">DSL</a> liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health once they return to school.</li> </ul>	Y	HT + DSLs		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and the <a href="#">SENCO</a> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> </ul>	Y	HT / SENDCo		M

	H	<ul style="list-style-type: none"> <li>Teachers and the <a href="#">SENCO</a> work together to ensure pupils with SEND are prepared for changes to their routine.</li> </ul>	Y	HT / SENDCo		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and <a href="#">DSL</a> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens.</li> </ul>	Y	HT + DSLs		M
	H	<ul style="list-style-type: none"> <li>The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff and pupil bereavement is managed in line with the <a href="#">Bereavement Policy</a>. <ul style="list-style-type: none"> <li><b>Model policy obtained – needs adapting to school context. Pact HR guidance followed in the meantime for HR issues.</b></li> </ul> </li> </ul>	N	HT	January 2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Attendance	H	<ul style="list-style-type: none"> <li><b>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly.</b></li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The attendance register is taken as normal and absences are followed up, in line with the <a href="#">Attendance Policy</a>.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>	Y	HT / SLT		M



	H	<ul style="list-style-type: none"> <li>Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's <a href="#">guidance</a>, before returning to school.</li> </ul>	Y	HT		M
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Access to learning	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> </ul>	Y	HT	Review due in January 2021	M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans.</li> </ul>	Y	HT / SENDCO		M
	H	<ul style="list-style-type: none"> <li>A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> </ul>	Y	HT	Review due in January 2021	M
	H	<ul style="list-style-type: none"> <li>Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND.</li> </ul>	Y	HT	Review due in January 2021	M
	H	<ul style="list-style-type: none"> <li>The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic.</li> </ul>	Y	HT	Review due in January 2021	M
	H	<ul style="list-style-type: none"> <li>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>	Y	HT		M

Extra-curricular activities and wraparound provision	H	<ul style="list-style-type: none"> <li>The <a href="#">SLT</a> determines whether before- and after-school clubs can resume.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>A reduced number of pupils per session attend before- and after-school clubs once they resume – groups maintain extended bubbles where possible.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Clubs are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible.</li> </ul>	Y	HT		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Teaching music, dance and drama	H	<ul style="list-style-type: none"> <li>The <b>music subject leader</b> ensures staff and pupils are aware that there is some evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <b>head of the music department</b> ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use.</li> </ul>	Y	HT		M
	H	Protective measures are in place when: <ul style="list-style-type: none"> <li>Singing and playing instruments, e.g. microphones are used, where possible, and singers are encouraged to sing quietly.</li> <li>Handling instruments, e.g. hands are washed before and after handling instruments.</li> <li>Undertaking individual lessons and group performances, e.g. handling of scripts are limited to the individual using them.</li> </ul>	Y	HT		M

Sports and physical activities	H	<ul style="list-style-type: none"> <li>The school only permits team sports on the list recommended in the Department for Digital, Culture, Media &amp; Sport's <a href="#">guidance</a>.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Natural ventilation is maximised where indoor sports take place.</li> </ul>	Y	HT		M
		<ul style="list-style-type: none"> <li>Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different group or left to decontaminate for 72 hours.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>School swimming and water safety lessons are conducted in line with Swim England's <a href="#">guidance</a>.               <ul style="list-style-type: none"> <li>Swimming lessons have not yet resumed. To be kept under review</li> </ul> </li> </ul>	Ongoing	HT	Closed until 'Spring 2021'	M
	H	<ul style="list-style-type: none"> <li>Outdoor sports are prioritised where possible.</li> </ul>	Y	HT		M

Safeguarding	H	<ul style="list-style-type: none"> <li>The <b>DSL</b> liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <b>DSL</b> ensures that adequate pastoral care is in place to support pupils and staff who require it.               <ul style="list-style-type: none"> <li>Staff information board including wellbeing and support groups being collated</li> </ul> </li> </ul>	Pupils – yes Staff – in process	HT	By January 2021	M
	H	<ul style="list-style-type: none"> <li>The <b>DSL</b> ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> </ul>	Y	HT		M

	H	<ul style="list-style-type: none"> <li>The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>	Y	HT		M
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Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Behaviour expectations	H	<ul style="list-style-type: none"> <li>The school's <b>Behavioural Policy</b> sets out behaviour expectations for pupils.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Expectations are communicated clearly to staff, pupils and parents.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	HT		M

Catering		<ul style="list-style-type: none"> <li>The <b>SBM</b> liaises with catering providers to ensure the kitchens are fully open from the start of the Autumn term.</li> </ul>	Y	HT		
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Letting the premises	H	<ul style="list-style-type: none"> <li>The headteacher and FGB assesses whether it is safe to open up or hire out areas of the school premises for use by external bodies or organisations.</li> </ul>	Y	HT / FGB		M
	H	<ul style="list-style-type: none"> <li>The headteacher and site manager assess how the school's protective measures will operate if areas of the school are hired out.</li> </ul>	Y	HT / SM		M

Educational visits	H	<ul style="list-style-type: none"> <li>The school is able to resume non-overnight domestic visits.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Prior to any visit, a risk assessment is undertaken by the <b>trip lead</b>.</li> </ul>	Y	HT		M

Uniform	H	<ul style="list-style-type: none"> <li>The <b>governing board</b> decides whether full school uniform is required.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Expectations of uniform are communicated to pupils and parents. <ul style="list-style-type: none"> <li>On PE days, all pupils arrive at school in full kit to avoid time spent changing clothes</li> </ul> </li> </ul>	Y	HT		M

Communication	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> contacts the local HPT for specific recommendations for their school, e.g. boarding schools.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> puts into place any actions or precautions advised by the local HPT.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <b>headteacher</b> liaises with the LA about reopening the school and includes any local guidance into the <b>Coronavirus (COVID-19): Full Opening Plan</b>, where required.</li> </ul>	Y	HT		M

	H	<ul style="list-style-type: none"> <li>The school's website is kept up to date with any information regarding the school opening, e.g. dates and local arrangements.</li> </ul>	Y	HT	Ongoing – reviews as necessary	M
	H	<ul style="list-style-type: none"> <li>Parents are informed via letter about the relevant information regarding opening the school, including any pick-up and drop-off arrangements.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Parents and their children are encouraged, where possible, to walk or cycle to school.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff and volunteers are informed via <a href="#">email</a> about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> liaises with the <a href="#">governing board</a> about possible arrangements for fully opening the school, where necessary.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>Pupils are informed via <a href="#">letter</a> about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">SBM</a> communicates with suppliers and contractors regarding fully opening the school and reinstating or suspending the supply of any required goods or services.</li> </ul>	Y	HT		M
	H	<ul style="list-style-type: none"> <li>The <a href="#">headteacher</a> informs staff, volunteers and the <a href="#">governing board</a> about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens.</li> </ul>	Y	HT		M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
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Contingency planning	H	<ul style="list-style-type: none"> <li>The school has a <a href="#">Coronavirus (COVID-19): Contingency Plan</a> that can be implemented if a local outbreak of coronavirus occurs. <ul style="list-style-type: none"> <li>Remote working arrangements for staff – WFH agreements in place for pregnant staff. No holistic plan for staff working from home.</li> </ul> </li> </ul>	Y	HT	Reviewed in January 2021	M
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## Appendix A - A cleaning schedule in the case of a positive case in school

### **Dealing with pupil suspected cases - Cleaning Checklist**

Site staff will be informed that we have had a suspected case of COVID-19.

Site staff must then immediately follow these procedures:

- ✓ Deep clean the medical room (where the pupil waits in isolation while awaiting collection)
- ✓ Deep clean the downstairs disabled toilet (if used by the pupil)

At the end of the school day site staff must:

- ✓ Deep clean any areas of school in which the pupil has been (i.e. their classroom and cloakroom)

Site staff must wear appropriate PPE whilst undertaking deep cleaning duties:

- ✓ Mask
- ✓ Gloves
- ✓ Apron

Care should be taken to clean all surfaces which the pupil may have come in to contact with, including door handles and shared resources.

## Appendix C

### New advice service for nurseries, schools and colleges to respond to a positive case of coronavirus (COVID-19)

The new dedicated advice service for nurseries, schools and colleges has been launched today. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.

This new advice service has been introduced following a significant increase in calls to PHE's Health Protection Teams since the start of the new school term. The new service, working together with Health Protection Teams, aims to ensure calls are handled promptly.

We want to ensure education settings have access to the advice they need to make decisions. This dedicated advice service is designed to expand the options available for that support. This approach will free up capacity of PHE's Local Health Protection Teams to deal with more complex cases, for example special schools and universities, or outbreaks. Depending on your local arrangements, you may also want to inform your local authority of a positive case in your setting. Where more detailed local arrangements are in place with your local authority, and are working, you can continue to receive support through that route to take action in response to a positive case.

The advice service will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.

The DfE helpline also remains available for all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms.

Please listen carefully to the available options and select the one most appropriate to your setting's current situation.

## **Dealing with pupil suspected cases of COVID-19**

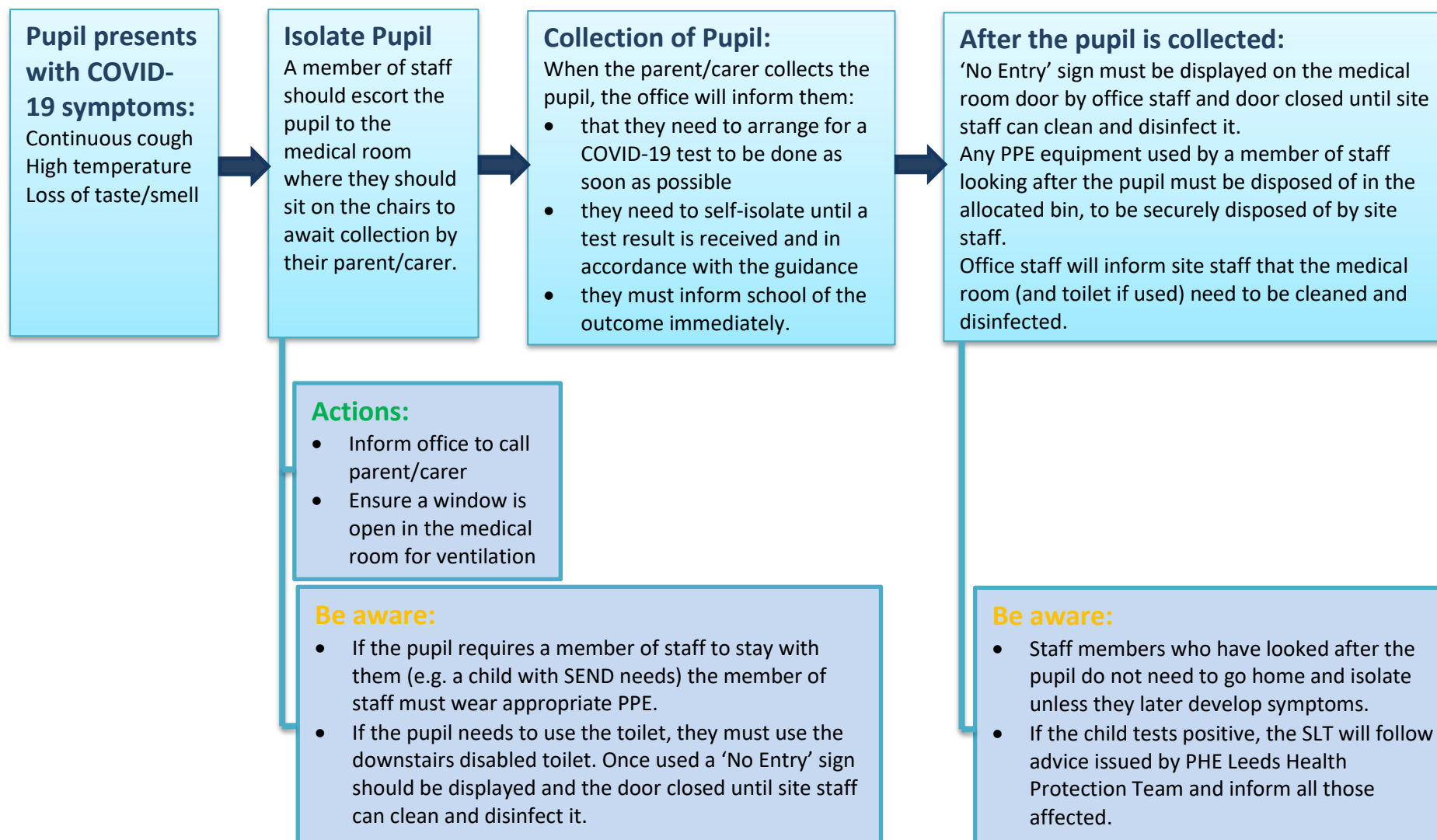
Pupils presenting with symptoms of COVID-19 should be taken to the medical room to sit in isolation with the door open, so that office staff can keep an eye on them. A staff member does not need to accompany the pupil in the medical room unless in exceptional circumstances, e.g. where a child needs 1:1 support, or if they are distressed etc. If a member of staff does wait with the child, they should wear appropriate PPE equipment to protect themselves and the rest of their school bubble.

If the pupil needs to use the toilet while they are isolating, they should be escorted to the downstairs disabled toilet by a member of the office team or the staff member waiting with them (if applicable), maintaining social distancing. Once used, this should then be closed off and a 'No Entry' sign erected until the site team have given the area a deep clean.

The school office should be informed and they will contact the pupils parent/carer to come and collect the child. Office staff will request that the child is tested and that they isolate as per the pupil absence quick reference guide.

No one will be permitted to enter the medical room for the duration of the period that the pupil is isolating, unless absolutely necessary. Once the pupil has been collected from school the medical room will be closed and a 'No Entry' sign erected until the site team have given the area a deep clean.

## Dealing with pupil suspected cases of COVID-19 Flowchart





## **COVID-19 – General Cleaning Checklist**

Usual cleaning procedures should be undertaken by site cleaning staff. In addition to this, to help reduce the risk of COVID-19 spreading in school, site staff must also:

- ✓ Regularly clean all areas of the school building throughout the day, including doors, door handles and shared resources.
- ✓ Site staff should follow the specific instructions for cleaning in the event of a suspected case of COVID-19. Please see separate document.

### **ICT Suite**

- ✓ All ICT equipment in the ICT Suite should be thoroughly cleaned at the end of each lesson.
- ✓ Site staff should ensure that there are sufficient cleaning wipes and hand sanitiser available to enable children to wipe the equipment they have used.

### **Lunchtime – School Hall**

- ✓ Lunchtime staff are responsible for wiping down the dining tables between each group of children
- ✓ Catering staff are responsible for cleaning all surfaces at the end of the dinner service, ready for the hall to be used for lessons.

### **Little Saints' – School Hall**

- ✓ Little Saints' staff are responsible for cleaning tables, benches and equipment at the end of each before and after school session.
- ✓ Site staff will clean the hall as per their usual cleaning routines.

✓ **First Aid Procedures during COVID-19**

✓

- ✓ Normal first aid procedures should be followed during the COVID-19 pandemic, but first aiders **must** follow these guidelines for the use of PPE equipment:

✓

- ✓ You **must** wear PPE equipment if/when:

✓

- ✓ Treating a pupil who is in a different bubble
- ✓ Treating wounds which will expose you to bodily fluid
- ✓ Treating a pupil with COVID-19 symptoms
- ✓ Treatment involves close contact with a pupil for a prolonged period of time

✓

- ✓ PPE is advised but does not have to be worn when:

✓

- ✓ Treating a pupil who is in your bubble (who is free from COVID-19 symptoms)
- ✓ Pastoral first aid which does not involve close contact with a pupil for a prolonged period of time

✓

✓ **First Aiders**

✓

Name	Bubble	Name	Bubble	Name	Bubble
Michelle Atkinson	EYFS	Rachel Dennison	KS2	Heidi Milner	All
Alex Webb	EYFS	Ruthie Hetherton	LKS2	Stephen Cannar	All
Lisa Barker	KS1	Dawn Binney	UKS2	Felicity Tomblin	All
Sanna Hussain	KS1	Becki Schofield	KS1		

✓

✓