



# SUPPLEMENTARY INFORMATION Coronavirus (Covid 19)

<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice</b> (REVISION 4) – 06/11/2020 <b>(Page 1 of 22)</b>		<b>DATE OF ASSESSMENT</b> 16.11.20
<b>ESTABLISHMENT/SCHOOL</b> Fellgate Primary School	<b>SECTION/TEAM</b> All	
<b>WHO MIGHT BE HARMED?</b> Employees, pupils, trainees, students and visitors		<b>HOW MANY ARE AFFECTED?</b> 250+
<p>This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.          The document is by no means intended to serve as a 'checklist', rather it is hoped that it will be a useful tool for school leaders to use with making decisions and reviewing and updating their risk assessments and the temporary modifications that are required as schools open to all pupils in September 2020          It is staff members' responsibility read and understand this document and implement the measures described          It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures</p>		
<pre> graph LR     A[Determine Capacity of School Building] --&gt; B[Determine Staff Availability to Work On-site]     B --&gt; C[Liaise with Parents Regarding Intention to Open Fully]     C --&gt; D[Undertake Risk Assessment and Action Plan]     D --&gt; E[Engage Governing Body, Staff and Union Reps in the Plans for Full Opening.]     E --&gt; F[Make Necessary Small Adaptations to Site]     F --&gt; G[Complete Identified Actions]     G --&gt; H[Determine Remote Learning Offer/Contingency Plans]     H --&gt; I[Inform Parents of Re-opening Plans and Expectations and publish Risk Assessment]         </pre>		
<p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• First Aid Policy</li> <li>• Child Protection Policy</li> <li>• CYP Response Plan</li> <li>• DFE Guidance relating to COVID19</li> <li>• The Health and Safety at Work etc. Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• First Aid Regulations 1981</li> <li>• The Health Protection (Notification) Regulations 2010</li> </ul>		

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**ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 2 of 22) (R4)** **DATE OF ASSESSMENT**

HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Premises and equipment, water, etc. not maintained to statutory requirements:</p>	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</li> </ul> <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on <a href="#">Legionella risks during the coronavirus outbreak</a>.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a>.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>. In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>	Yes	<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>• Caretaker has continued with daily and weekly checks around school in line with his job description.</li> <li>• All external inspections have taken place as arranged.</li> <li>• All repairs have been undertaken via STC Asset Management Dept.</li> <li>• All PAT Testing conducted prior to Covid lockdown.</li> <li>• Insurance arranged and checked via STC.</li> <li>• Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by Cleaning team.</li> <li>• Internet and computing facilities remain the responsibility of current provider - ICT in Schools.</li> <li>• All current school RA reviewed.</li> <li>• FPS RA Sept 2020 shared with staff.</li> <li>• Appendix to Safeguarding and Child Protection policy shared with staff, governors</li> <li>• There may be incidents in school where social distancing is not safe to do so (eg in case of fire). Where possible SD will be maintained if safe to do so at assembly point.</li> </ul> <p><b>Fire procedure:</b></p> <ul style="list-style-type: none"> <li>○ During this period, it cannot be guaranteed that fire wardens will be available.</li> </ul>	L

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			<ul style="list-style-type: none"> <li>○ The teacher in classroom group is therefore to take charge of pupils and staff in their class and ensure everyone leaves the building.</li> <li>○ All other staff to ensure they leave the building as soon as possible.</li> <li>○ Office staff to ensure a record of all staff on site is available. It is essential that all staff inform the office if they leave the premises at any time.</li> <li>○ Teacher to inform office staff of any missing people from their group.</li> <li>○ No member of staff to enter building if a fire incident is in place unless they are trained as a fire warden.</li> <li>○ Fire Wardens:</li> <li>○ Office staff to telephone 999 emergency services as soon as possible. Fire evacuation point to remain as school yard.</li> </ul>	
	<p>The 'BUILDING RA COVID' assessment has been revised and updated for the general running of the building.</p> <p><b>NB:</b> TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times</p> <p>Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.</p>	<p>This document will be used as our operational &amp; building RA</p>	<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>● New internal layouts and access points agreed.</li> <li>● Staff entrance – main entrance depending upon which building working in.</li> <li>● Pupil entrance and exit</li> </ul> <p>Bubble 1 (Base) Base entrance and Yard Base entrance door 9.05am Bubble 2 (Acorns, Maples and Hawthorns) 8.55am Pupil gate, pupils to use classroom door, Parents and staff do not cross</p>	<p>L</p>

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	As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.		<p>bridges. Children to come straight into class.</p> <p>Bubble 3 (Willows and Chestnuts) 8.45 am Pupil gate, pupils to use classroom door, Parents and staff do not cross bridges. Children to come straight into class.</p> <p>Bubble 4 (Sycamores and Oaks) 8.45 am Pupil gate, pupils to use classroom door, Parents and staff do not cross bridges. Children to come straight into class.</p> <ul style="list-style-type: none"> <li>• Classroom and office doors to be open during use.</li> <li>• Hall door to be open when the main reception area is staffed but closed when vacated.</li> <li>• All external fire doors to remain closed as per normal building practice.</li> <li>• All fire escapes routes to be kept clear at all times, as per normal building practice.</li> </ul>		
Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<p>Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange</a></p>		<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>• A child developing symptoms must be removed to an area which is 2 m away from other people with appropriate supervision <ul style="list-style-type: none"> <li>• KS 2 MS intervention area</li> <li>• KS 1 MS ICT suite</li> <li>• KS 1 &amp; 2 Base Sensory room</li> <li>• times</li> </ul> </li> </ul> <p>They should use a separate bathroom if possible</p> <ul style="list-style-type: none"> <li>• MS – disabled toilet</li> </ul>		

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	<p><a href="#">to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to</p>		<ul style="list-style-type: none"> <li>• Base – designated toilet 1<sup>st</sup> toilet near entrance</li> <li>• Children in nappies will use changing station. This will then be cleaned down thoroughly as is usual practise.</li> </ul> <p>Procedure for <b>Children in Main school KS1 Quarantine area:</b></p> <p>If the child is displaying symptoms the following applies</p> <ul style="list-style-type: none"> <li>• A member of staff to make sure that the area is empty (ICT suite - EY &amp; KS1, Intervention area – KS 2) , anyone in that area will need to vacate it as quickly as possible</li> <li>• A plastic chair has already been identified in the area for any child poorly to sit on. If in ICT suite Exit door will need to be open to ventilate</li> <li>• A member of staff to contact a First Aider. First Aider to use PPE equipment immediately located on the table and marked PPE, then disposed of in the additional bag in the pack you have picked up from the box and as soon as the child is picked up</li> <li>• Parents to be contacted immediately, office staff notified.</li> </ul>	

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	reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> . Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).		<ul style="list-style-type: none"> <li>• Child to be taken to the front reception door once the parent/carer arrived</li> <li>• Office staff to be informed so that they can arrange for the room to be cleaned.</li> </ul> <p>Procedure for <b>Children in the Base:</b></p> <ul style="list-style-type: none"> <li>• A member of staff needs to check the Sensory Room is empty, if it isn't the class who is in there will need to vacate as quickly as possible.</li> <li>• A plastic chair needs to be placed in the room for the child to sit on. It would be preferable if this could be in the Quiet Room but obviously this will depend on the child's needs.</li> <li>• Windows and the fire door will need to be open to ventilate.</li> <li>• A 'Do Not Enter' sign needs to be put on the door. (Simply turn over the 'sensory room' sign on the door; there is a 'do not enter' sign on the other side.)</li> <li>• When parents are contacted they will need to be asked to collect their child from the Sensory Room's fire exit (side yard) The gate will need to be opened in order to do this.</li> <li>• Office staff will need to be informed so that they can arrange for the room to be cleaned.</li> </ul>	

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			<ul style="list-style-type: none"> <li>The room will be out of bounds until it has been cleaned.</li> <li>Taxis need to be informed.</li> <li>Parents to be reminded to inform taxis when child can be collected.</li> </ul> <p style="margin-left: 20px;">The bathroom should be disinfected before anyone else can use it</p> <ul style="list-style-type: none"> <li>PPE must be worn by a member of staff if a distance of 2m cannot be maintained</li> <li>A box of PPE will be situated in quarantine area. Staff must inform SBM when supplies are running low.</li> <li>Staff who have cared for the child do not need to go home unless they develop symptoms</li> <li>Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell</li> <li>The area around the child with symptoms must be cleaned thoroughly</li> </ul> <ul style="list-style-type: none"> <li>PPE available for use by all staff and pupils. Video shared to staff about how to use the equipment safely.</li> <li>Staff and pupils can wear face coverings if they feel this is necessary but is only for staff giving first aid.</li> </ul>	
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			<ul style="list-style-type: none"> <li>● Face masks must be worn with visors.</li> <li>● Staff and pupils wearing face covering are advised to:               <ul style="list-style-type: none"> <li>○ wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it.</li> <li>○ Avoid touching face or face covering as you could contaminate them with germs from hands.</li> <li>○ Change face covering if it becomes damp or you have been touching it.</li> <li>○ Continue to wash hands regularly.</li> <li>○ Change and wash face covering daily.</li> <li>○ If the material is washable, was in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste.</li> <li>○ Practise SD whenever possible.</li> </ul> </li> <li>● Any child showing any symptoms will be taken to the quarantine classroom to await collection by their parents.</li> </ul> <p><b>Procedure for pupils with symptoms</b></p> <ul style="list-style-type: none"> <li>● Classroom staff take child to quarantine area.</li> <li>● Classroom staff to contact first aider to come over to quarantine area.</li> <li>● When first aider arrives, they put on all necessary PPE equipment.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Once first aider is prepared, classroom staff can now return to their classroom.</li> <li>First aider to stay with child until collected.</li> <li>Office staff to call parents if any child shows any symptoms.</li> <li>Parents informed that they must be available to collect their child immediately if we call them with this information. If a parent is unable or unwilling to collect their child immediately, reception staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue.</li> <li>Once area is clear after use, first aider to inform office staff and who will inform caretaker of cleaning requirement.</li> <li>Full area not to be used until cleaning is carried out. Demonstrate with signage</li> </ul> <p><b>Normal first aid:</b></p> <ul style="list-style-type: none"> <li>Normal first aid to be only carried out in this area.</li> <li>Classroom staff to take child to quarantine area and contact first aider to come over to building.</li> <li>Child to sit near window, with window open.</li> <li>When first aider arrives, they put on all necessary PPE equipment.</li> </ul>	

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			<ul style="list-style-type: none"> <li>Once first aider is prepared, classroom staff can now return to their classroom.</li> <li>HT to ensure all first aid kits are checked on a weekly basis and supplies replenished.</li> <li>First aiders to follow government guidelines.</li> <li>First aiders must wash their hands or use hand sanitiser before and after treating a casualty.</li> <li>First aiders to consider cross contamination that could occur which was covered in their training.</li> <li>All waste will be disposed of by cleaner during the day.</li> <li>First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day.</li> <li>All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact</li> <li>First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aiders must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed.</li> <li>If a casualty requires CPR then this should be administered by chest</li> </ul>	

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			<p>compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained.</p> <ul style="list-style-type: none"> <li>● CPR – please see the link in the attached regarding CPR for paediatrics.</li> </ul> <p style="text-align: center;">COVID CPR Public Info.pdf</p> <ul style="list-style-type: none"> <li>● First aider to clean areas used during this process before returning to classroom bubble.</li> </ul> <p><b>Administration of medication:</b></p> <ul style="list-style-type: none"> <li>● Administration of medication will be performed in the usual manner, ensuring SD measures at all times.</li> <li>● First Aider will administer medication as required to those pupils who require it.</li> <li>● Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom.</li> <li>● Gloves must be worn during this process and hands washed before and after process.</li> <li>● All areas used during this process must be cleaned by staff member administering the medication.</li> <li>● Quarantine toilets not to be used until cleaned.</li> </ul>	
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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 12 of 22) (R4)</b>				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place X if not</b>	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING High, Medium, Low</b>
<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> <li>• <b>Soap and water is more effective than using sanitisers</b></li> </ul> <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>Public Health England does not (based on current evidence)</p>		<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>• Daily updates from DFE forwarded to HT. HT read info within the updates and action as necessary. Info shared with wider school population as necessary.</li> <li>• All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout.</li> <li>• Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on social media so all school population is aware of measures taken.</li> <li>• Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice. Home school agreement to be signed and returned during the first week back.</li> <li>• Constant communication with parents through class dojo and newsletters.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Cleaner to pay particular attention to telephones, copier machines, door handles and doors and keyboards.</li> </ul>	

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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 13 of 22) (R4)</b>	<b>DATE OF ASSESSMENT</b>
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:               <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>• different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>• clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>		<ul style="list-style-type: none"> <li>• After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc). Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</li> <li>• HT, SBM and Caretaker will ensure all cleaning in school will be at the highest level.</li> <li>• All classroom groups will have a hand sanitiser station.</li> <li>• All pupils and staff members have access to soap and water - either in classroom group or in the toilet areas.</li> </ul> <p>Sanitiser stations outside each classroom</p> <ul style="list-style-type: none"> <li>• Cleaning equipment - stock take conducted on a weekly basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</li> <li>• Each child will have own stationery pack - items and bag to be cleaned by pupils at the end of each day.</li> <li>• Books and games can be used and shared within bubble, they should be</li> </ul>	

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			<ul style="list-style-type: none"> <li>cleaned regularly</li> <li>• ICT suite and iPad to be wiped down after use following ICT in Schools risk assessment.</li> <li>• Resources that are shared between bubbles should be cleaned frequently and meticulously, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastic resources)</li> <li>• Children to bring limited equipment into school e.g. packed lunch, hat, coat. Mobile phone</li> <li>• Mobile phones must be kept in class cupboard and signed for using current proforma (use lockable box all rooms were issued with)</li> <li>• Individual resources to be put on floor at the end of the day. This is to enable cleaners to thoroughly clean table at the end of the day.</li> <li>• School exercise books will be used during from September 2020. Marking of work is expected during this period.</li> <li>• Teacher to reinforce cleaning and hygiene messages during the day.</li> <li>• Teachers to supervisor hand washing and hand sanitising.</li> <li>• All classroom groups and work areas - windows to be opened frequently during room use to allow fresh air to circulate.</li> <li>• Use of toilets - pupils will be supervised by classroom staff.</li> </ul>	

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			<p>Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times.</p> <ul style="list-style-type: none"> <li>● All pupils to wear uniform</li> <li>● Paper towels to be provided as an alternative to hand dryers.</li> <li>● Waste bins in each room and frequently emptied, all waste removed at end of each day.</li> <li>● Ventilation has been checked and maintained by SBM and caretaker.</li> <li>● Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government.</li> <li>● Goods entering the site will be cleaned</li> </ul>	
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<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>• children's ability to distance</li> <li>• the lay out of the school</li> <li>• the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</li> </ul> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Points to consider and implement:</p> <p><b>How to group children</b> Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of</p>		<ul style="list-style-type: none"> <li>• Pupils within a resource base provision will require more reminders of all measures than mainstream pupils.</li> <li>• EY pupils will need more reminders than older pupils</li> <li>• Each day will start with teacher asking - have you displayed any of these symptoms since you left school last night. Symptoms - a new, continuous cough, a high temp, loss of taste and/or smell. A PowerPoint to reinforce rules.</li> <li>• All PCs will display a health message.</li> <li>• Actions performed by school to ensure contact between people is kept to a minimum:</li> <li>• Separate Staff entrance depending upon where class group is based.</li> <li>• Individual Pupil entrance and exit see above</li> </ul> <p><b>Detail:</b></p> <p><b>1. Reception area / sign in &amp; out area</b></p>		

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	<p>coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>In secondary schools, and key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class</p>		<ul style="list-style-type: none"> <li>• Visitors and staff to use sign in system. Visitors and staff to use hand sanitiser before using sign in system.</li> <li>• Pens and other equipment must not be shared within reception areas</li> <li>• Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</li> <li>• All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are on the calendar.</li> <li>• All staff members and visitors to use hand sanitiser upon leaving the reception area.</li> </ul> <p>2. <b>Pupil Entrance</b> – pupils to come into yard at designated time, parents will be expected to socially distance, staff to remain behind bridge, children to cross bridge and come into classroom through classroom door.</p> <ul style="list-style-type: none"> <li>• Bubble 1 – The Base: 9.05am – 3.05pm Base yard door</li> <li>• Bubble 2 - Acorns, Maples and Hawthorns: 8.55am – 3.15pm</li> <li>• Bubble 3 – Chestnuts and Willows:</li> </ul>		

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	<p>groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p><b>Measures within the classroom</b> Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will</p>		<p>9.05am – 3.25pm</p> <ul style="list-style-type: none"> <li>Bubble 4 - Sycamores and Oaks: 8.45am - 3.05pm</li> </ul> <p>Updated home/school agreement to be sent out to all children 08.09.20</p> <p>Family with siblings will all start at 8.45am and finish at 3.25pm to reduce large gatherings on the yard.</p> <p>Main school Bubbles All to use classroom doors for entry and exit KS2 Coats and packed lunches to be stored in classrooms PE kits – children to wear PE kits on designated PE days.</p> <p>Base Bubble Can use cloakrooms due to smaller amounts of children</p> <p><b>3. Staff breaks</b></p> <ul style="list-style-type: none"> <li>Timetabled rota</li> </ul> <p><b>4. Lunch</b></p> <p>Staggered Lunch times</p> <ul style="list-style-type: none"> <li>Bubble 1 – The Base (42): 12.00pm – 12.30pm</li> <li>Bubble 2- Acorns (10): 11.30am,</li> </ul>	

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	<p>not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p><b>Measures elsewhere</b> Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p><b>Measures for arriving at and leaving school</b> Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave</p>		<p>Maples and Hawthorns (32): 11.45am – 12.15pm</p> <ul style="list-style-type: none"> <li>• Bubble 3 – Chestnuts and Willows (40): 12.15pm – 12.45pm</li> <li>• Bubble 4 - Sycamores and Oaks (40): 12.45pm – 1.15pm</li> <li>• All bubbles will receive a bagel at the start of the school day</li> <li>• Lunch is to be chosen by computer screen in class. Children to take corresponding colour band.</li> </ul> <p><b>5. Pupils arriving by transport:</b></p> <ul style="list-style-type: none"> <li>• Vehicles drive to drop pupils off.</li> <li>• Pupils leave the transport and be collected by staff member</li> <li>• Transport times staggered</li> <li>• Parents to use car park at shops</li> <li>• Taxi drivers and escorts to wear PPE</li> <li>• School car park to be used for staff, taxis, deliveries or essential visitors</li> </ul> <p><b>6. Recording of attendance:</b> Education classes to be recorded electronically each day within 5 minutes of starting school and 1.00pm Office to complete DfE register by 12.00pm</p> <p><b>End of day:</b></p>	

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	<p>school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. <u>Guidance on safe working in education, childcare and children's social care</u> provides more advice.</p> <p><b>Other considerations</b> Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should</p>		<ul style="list-style-type: none"> <li>• Parents to collect pupils at designated time. Parents to wait in yard and pupil will be dismissed by class teacher and walk to parents.</li> <li>• Staff in main school to remain behind the bridge.</li> <li>• Transport - pupils be escorted to taxi.</li> <li>• Home / school agreement to state if Y6 pupil can walk home or will be collected.</li> <li>• Rec/Year 1 pupils must be collected from school yard at designated time.</li> </ul> <p><b>7. Yard &amp; outdoor space</b></p> <ul style="list-style-type: none"> <li>• Yards - timetabled for use by different class bubbles /group at different times.</li> <li>• Field - two areas - timetabled for use by different class bubbles/group at different times.</li> <li>• KS1 adventure trail equipment to be used</li> </ul> <p><b>8. Moving from yard to classroom group</b></p> <ul style="list-style-type: none"> <li>• Each group will be timetabled with outdoor times. Teacher collects pupils from yard and takes them into their classroom via individual class door.</li> </ul>	

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	<p>consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Visitors to the school should be restricted to only absolute necessary visits.</p> <p>In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors. Primary school children do not need to wear face coverings.</p> <p>School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory.</p> <p>In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of</p>		<p><b>9. Transport</b></p> <ul style="list-style-type: none"> <li>● Masks must be worn by adults and pupils whilst on transport.</li> <li>● PPE has been given to transport contractor.</li> <li>● The use of masks is mandatory - NB highest rate of death from virus is with bus and taxi drivers.</li> <li>● All pupils (with consent) to use hand sanitiser before entering transport.</li> <li>● All pupils will be allocated a seat on transport and they must stay in this seat, with their seatbelt on, for the duration of transport. If a pupil refuses to sit in allocated seat or refuses to wear a seat belt, this will be reported to SLT. SLT will discuss with parents.</li> <li>● Transport will have the right to refuse entry into their vehicle of any pupil who continually refuses to follow these rules.</li> </ul> <p><b>10. Classroom Group</b></p> <ul style="list-style-type: none"> <li>● Sanitiser station located at entry of each classroom - all pupils and staff must use this (with consent) on their entry to classroom.</li> </ul>	

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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 22) (R4)</b>				<b>DATE OF ASSESSMENT</b>	
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place X if not</b>	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING High, Medium, Low</b>	
	<p>classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. 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.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Music, dance and drama can be undertaken in school so long as safety precautions are undertaken.</p>		<ul style="list-style-type: none"> <li>All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom bubble which adheres to SD and other H&amp;S requirements.</li> </ul> <p><b>11. Equipment</b></p> <ul style="list-style-type: none"> <li>Pupils will be given a see through container with their name on holding their own stationery.</li> <li>All items and bag to be cleaned by pupil at end of each day.</li> <li>All classes will be given a box of outdoor and sporting equipment for their use.</li> <li>All equipment and box will be cleaned by pupils at the end of each day.</li> <li>All pupils' work to be stored in paper wallet. No work to be undertaken in school exercise books. No marking of work is expected during this period.</li> <li>Water play is not advised due to risk of transmission. Wet hands can spread the virus which is why people are advised to thoroughly dry their hands after washing</li> </ul>		

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 22) (R4)			<b>DATE OF ASSESSMENT</b>	
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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			<p><b>12. Cleaning</b></p> <p><b>Additional Cleaning of toilets:</b></p> <ul style="list-style-type: none"> <li>MS Quarantine room -disabled toilet will be used by pupils needing to use it whilst in this area. Base Quarantine room – toilets by Lemons to be used</li> <li>No one to use Quarantine toilets until cleaned.</li> </ul> <p>Please note information throughout this document regarding cleaning of specific areas.</p> <p><b>13. Non classroom staff locations</b></p> <ul style="list-style-type: none"> <li>H, DHT, SBM, Admin and FSW – to use own office.</li> <li>Staff expected to clean down office area if they have used that area.</li> <li>Staff expected to clean their areas after use - including telephone, keyboard and chair.</li> <li>Halls will not be used other than for lunch, movement breaks if weather is poor, non-classroom and staff walking to their work areas. Staff will be expected to clean down any resources used during this time such as laptop. Hall doors will be open during school time. Antiseptic wipes will be available in the hall.</li> </ul>	
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<ul style="list-style-type: none"> <li>All deliveries to school - items to be left by main school doors and office staff to distribute asap - boxes/items to be wiped down before distribution.</li> <li>Staff and pupils should not be working away from their designated area unless their specific role allows for this.</li> </ul> <p>13. Singing Singing can take place, strict social distancing must be adhered to and all children must face forward.</p> <p><b>Classroom groups</b></p> <ul style="list-style-type: none"> <li>Pupils and staff will stay together for the full day.</li> <li>Outdoor time timetabled - area 1 and 2 of field used by classroom groups.</li> <li>Staff to maintain distance from pupils and other staff as much as possible.</li> <li>Establishment of classroom groups.</li> <li>Separate pupil entrance and exit.</li> <li>Timetable of outdoor time.</li> <li>Use of hand sanitiser on arrival into classroom (with consent).</li> <li>Lunches taken in hall, with set times</li> <li>Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas.</li> </ul>	

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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 22) (R4)</b>				<b>DATE OF ASSESSMENT</b>
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			<ul style="list-style-type: none"> <li>• Classroom staff to supervise hand washing.</li> <li>• Hand sanitiser, wipes, gloves and tissues available in hall and class rooms</li> <li>• Outdoor adventure area can be used if pupils wash hands before and after break.</li> <li>• Timetable for use outdoor space.</li> <li>• No shared areas apart from toilets - and these will be used under classroom staff supervision.</li> <li>• PPE available for all staff and pupils wishing to use it.</li> <li>• PPE must be used by first aiders</li> <li>• Masks must be used in transport</li>   <li>• Staff email – 05.06.20- information video attached showing how to use PPE, staff declaration forms re virus and public health notices.</li>   <li>• No practical lessons to be undertaken without consent of SLT. If wishing to hold practical lessons, staff member should present a risk assessment of lesson to SLT for consideration.</li> </ul>	

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Risk of coronavirus infection spreading to children and staff due to lack of PPE	Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.		<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>PPE is available for all to use in first aid areas, quarantine areas, toileting areas and if requested.</li> <li>Instructional video emailed to staff.</li> <li>All staff aware of RA and its content. All staff to follow <b>all</b> advice within this document - control measures &amp; actions</li> </ul>		
Failure to use test and trace leading coronavirus infection spreading to children and staff	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li><a href="#">self-isolate</a> 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> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and</p>		<p>Risk assessment shared with all staff, pupils and parents in September.</p> <p>Track and trace process to be published weekly through newsletter, class dojo, Facebook and home school agreements.</p> <p>FSW/ School office to chase up reasons for absence and book tests where necessary.</p> <p>FSW/School office to confirm that test has been taken and school informed.</p> <p>FSW/School office to inform HT/DHT of anyone displaying symptoms.</p> <p>FSW/School office to inform HT/DHT if families refuse to use test and trace process.</p> <p>Individual details to be filled in on the test and trace spreadsheet</p>		

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	<p>convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at 10 days from when your symptoms started, or when your test was taken and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill or when your test was taken. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> <p>Local PH contacts:</p> <ul style="list-style-type: none"> <li>• The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any <b>suspected or confirmed cases</b> to</li> </ul>			
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	<p><a href="mailto:COVID@southtyneside.gov.uk">COVID@southtyneside.gov.uk</a> This inbox is monitored 7 days a week by the public health team.</p> <ul style="list-style-type: none"> <li>Public Health England (North East and Yorkshire Region) 0300 303 8596</li> <li>Claire Mawson, Senior Public Health Advanced Practitioner <a href="mailto:claire.mawson@southtyneside.gov.uk">claire.mawson@southtyneside.gov.uk</a> 07776 992033 (part-time Monday-Wednesday am)</li> <li>Sam Start, Senior Public Health Advanced Practitioner <a href="mailto:samantha.start@southtyneside.gov.uk">samantha.start@southtyneside.gov.uk</a> 07776997869 (Wednesday pm-Friday)</li> </ul>			
Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including</li> </ul>		<ul style="list-style-type: none"> <li>Schools to report to the local health protection team if someone, who has attended, has tested positive</li> <li>Health Protection Team (HPT) will work with school directly to guide them through the actions they need to take</li> <li>School also to report to DfE NHS advisor.</li> <li>School will send home people, who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days</li> <li>Close contact means: – <ul style="list-style-type: none"> <li>being with an infected individual for any length of time within 1 m</li> <li>being coughed on</li> <li>a face to face conversation</li> <li>unprotected physical contact (skin to skin contact)</li> <li>extended close contact (within 1 to 2 metres for more than 15 minutes with the infected individual)</li> </ul> </li> </ul>	

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	<p>being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> <li>proximity contacts - extended close contact (within 1 to 2 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> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see <a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This</li> </ul>		<p>travelling in a car with an infected person</p> <ul style="list-style-type: none"> <li>Health Protection Team (HPT) will provide a definitive answer on who needs to be sent home</li> <li>A template letter will be sent to schools to send to parents and staff</li> <li>Schools must not share the name of the infected person with others</li> <li>Household members of those contacts who are sent home do not need to self-isolate unless the pupil or staff member displays symptoms and then they must self-isolate for 14 days. They should get a test. If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms and follow government guidance.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>	

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	<p>is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> <li>if the test result is positive, they should inform their setting immediately, and must isolate for at least <b>10 days</b> from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> </ul> <p>Schools should request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> <li>The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any <b>suspected or confirmed cases</b> to <a href="mailto:COVID@southtyneside.gov.uk">COVID@southtyneside.gov.uk</a> This inbox is monitored 7 days a week by the public health team.</li> <li>Public Health England (North East and Yorkshire Region) 0300 303 8596</li> <li>Claire Mawson, Senior Public Health Advanced Practitioner <a href="mailto:claire.mawson@southtyneside.gov.uk">claire.mawson@southtyneside.gov.uk</a> 07776 992033 (part-time Monday-Wednesday am)</li> <li>Sam Start, Senior Public Health Advanced Practitioner <a href="mailto:samantha.start@southtyneside.gov.uk">samantha.start@southtyneside.gov.uk</a> 07776997869 (Wednesday pm-Friday)</li> </ul>				

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Failure to contain any outbreak by following local health protection team advice	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>		<b>Follow advise and actions given by Local Health Protection teams</b>	
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>encourage parents and children and young people to walk or cycle to their education setting where possible</li> <li>make sure schools, parents and young people follow the <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> when planning their travel</li> <li>ensure that transport arrangements cater for any changes to start and finish times</li> <li>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul>		<p><b>FPS Action:</b></p> <ul style="list-style-type: none"> <li>Transport conducted by LA transport contractor</li> <li>Contractor fully briefed on school requirements.</li> <li>SD measures in all cases to be followed.</li> <li>Masks must be worn</li> <li>Sanitiser (with consent) to be given to pupils before entering transport.</li> <li>Escort to open doors for pupils.</li> <li>LA transport contractor to follow STC RA for transport.</li> </ul>	

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	<p><b>Dedicated school transport, including statutory provision</b> Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p>The government is currently evaluating this position and will set out next steps shortly.</p> <p><b>Wider public transport</b> STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p> <p>Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</p> <p style="background-color: #00ffff; display: inline-block; padding: 2px;">During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an</p>		<ul style="list-style-type: none"> <li>• Transport to arrive at school at designated time.</li> <li>• See above re allocation of seats and seat belt use.</li> <li>• SLT to inspect transport measures on a regular basis.</li> </ul> <p>DHT to co-ordinate staggered entry and exit times</p>	

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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 33 of 22) (R4)</b>				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<b>✓ if in place X if not</b>	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING High, Medium, Low</b>
	<p>outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospital</p> <p>It is recommended that any educational visits should not take place during a national lockdown.</p>			
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable</p>		<p><b>FPS Action:</b> Clinically extremely vulnerable staff to work from home. Weekly check in through email or phone call.</p> <p>Head Teacher to meet with Clinically Vulnerable staff to ensure feel well supported and that the current risk assessment protects them.</p>	

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	<p>can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet.</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>				
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p>		<p><b>FPS Action:</b></p> <p>Ensure that appropriate arrangements are made for children to continue education at home.</p> <p>Currently no pupils are classed as clinically extremely vulnerable at Fellgate Primary School.</p>		

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	<p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.</p> <p><b>Pupils who are shielding or self-isolating</b> We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> <li>• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• 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</li> </ul>				

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	<p>before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a>.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>				
<p><b>Reference Documents:</b> Please see links in main document which update automatically.</p>					
<b>ASSESSED BY (Print name)</b>			<b>SIGNED</b>	<b>DATE</b>	
<b>LINE MANAGER</b>			<b>SIGNED</b>	<b>REVIEW DATE</b>	

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