



## Risk Assessment for the full re-opening of St John's C of E Primary School, Gosport

At St John's C of E Primary School we are operating a 'bubble' system where different groups of children and staff are kept separate from each other. We need to minimise contact between individuals and maintain social distancing wherever possible. These are the restrictive measures we are taking to protect the children, staff and parents at St John's C of E Primary School.

Whilst doing our best to follow the measures in the school's risk assessment we are aware that this not always possible:

'We know that, unlike older children and adults. Early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.' Government Guidance to Schools

**At St John's we have minimised the risk, but we cannot eliminate it altogether.**

This Risk Assessment should be read in conjunction with the whole school 'Risk Assessment Summer 2020'

### Section I: Medical Information regarding Coronavirus

You must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does.

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If any child, staff member or member of a household has symptoms the Headteacher is contacted immediately. A 'track and trace' register will be kept within school. It will not necessary to start informing the rest of the staff team or parents at this stage.

If you have one or more of these symptoms, you must self-isolate straight away for 7 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

In the event of a phone call home to collect a child due to them being unwell or due to a first aid incident, parents will be required to collect their child **IMMEDIATELY**. There is an expectation of all parents to ensure prompt collection takes place.

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Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.

After 7 days, or longer, if you still have symptoms other than cough or loss of sense of smell/taste, you must continue to self-isolate until you feel better.

You do not need to self-isolate if you only have a cough or loss of sense of smell/taste after 7 days, as these symptoms can last for several weeks after the infection has gone. If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for at least 7 days. All other household members who remain well must stay at home and not leave the house for 14 days unless they have a negative test.

Staying at home for 14 days will greatly reduce the overall amount of infection that people in your household could pass on to others in the community. If anyone else in the household starts displaying symptoms, they must stay at home for at least 7 days from when their symptoms appeared, regardless of what day they are on in their original 14-day isolation period.

If you have symptoms, you should stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household.

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in an education or childcare setting 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 the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved to the Isolation room in the first instance. A window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet. No other child can use this toilet at this point until cleaned and disinfected. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should 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). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. They must not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). The staff member should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The affected area must be deep cleaned and fogged after the individual has left the area.

### **What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. **Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.**

**Where the child, young person or staff member tests positive, PHE will be informed and the rest of their class, bubble or group within their childcare or education setting may be sent home and advised to self-isolate for 7 days. This will include the teacher, LSA and any other staff working in that bubble.**

*This highlights the importance of the need for staff and children to adhere to social distancing at all times, and especially at break and lunchtimes.*

The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

### **What a coronavirus test result means**

If you have had a test to check if you have coronavirus (COVID-19), there are 3 types of result you can get:

- negative
- positive
- unclear, void, borderline or inconclusive

***Important: You and anyone you live with must stay at home (self-isolate) until you get your result.***

### **Negative test result - Please provide proof to school**

A negative result means you did not have coronavirus when the test was done. You can stop self-isolating if you test negative, as long as:

- everyone you live with who has coronavirus symptoms also tests negative – keep self-isolating if someone in your home tests positive, or has symptoms and has not been tested
- you feel well – if you still feel unwell, you may have a different illness that could spread to other people, so stay at home until you're feeling better
- If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.

***Important: The advice is different if you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus. You may still need to self-isolate if you test negative.***

### **What to do when you stop self-isolating**

- You can leave your home when you stop self-isolating.
- Follow the general advice about social distancing, such as staying at least 2 metres (3 steps) away from anyone you do not live with.
- If you're at high risk from coronavirus (clinically extremely vulnerable), follow *the advice for people at high risk from coronavirus*.
- If you're a health or care worker, check with your employer before going back to work.

***Important: You could still get coronavirus after testing negative. Read about what to do if you get symptoms of coronavirus again.***

### **Positive test result**

A positive result means you had coronavirus when the test was done. If you get a positive result, you and anyone you live with must keep self-isolating.

If you have symptoms, self-isolate for at least 7 days from when your symptoms started. Anyone you live with who does not have symptoms **must self-isolate** for 14 days.

***Important: In England, you'll get an email, text or call from the NHS Test and Trace service if you test positive. You'll be asked where you've been recently and who you've been in close contact with. This will help the NHS contact anyone who may have caught the virus from you.***

### Unclear, void, borderline or inconclusive test result

An unclear, void, borderline or inconclusive result means it's not possible to say for certain if you had coronavirus when the test was done. If this happens, you may be advised to ask for another coronavirus test. Do this as soon as possible, as the test is most accurate within a few days of your symptoms starting. If you're not able to have another test, you and anyone you live with must keep self-isolating. If you have symptoms, self-isolate for at least 7 days from when your symptoms started. Anyone you live with who does not have symptoms must self-isolate for 14 days.

Where it is necessary, we will allow partner agencies to come into the main building. They must be given a copy of the risk assessment and then go through to the disabled toilet to wash their hands. Explicit permission must be given by Headteacher, Deputy Headteacher or Site Manager only.

St John's C of E Primary School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local Public Health England (PHE) 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.

The PHE 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.

The health protection team will work with St John's C of E Primary in this situation to guide them through the actions we need to take. Based on the advice from PHE, we 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:

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. Cumulative.
- Travelling in a small vehicle, like a car, with an infected person

*PHE will provide definitive advice on who must be sent home.* 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.

### Response to any infection- 'Track and Trace':

St John's C of E Primary School will ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). We will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- Book a test 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
- 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
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119

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for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

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 convenient. 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.

St John's C of E Primary School will ask parents and staff to inform them immediately of the results of a test.

- 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.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days

## Section 2: Systems of control to reduce the risk

<b>Identify hazard</b>	
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus	
<b>Control measures to reduce the risk</b>	
<b>Staff and Classroom organisation</b>	
<ol style="list-style-type: none"> <li>1. Remove excess furniture and soft furnishings to increase space (including tray storage) – to hall</li> <li>2. Year 1 – year 6 set format of furniture to be followed – 6GH to be set up as example</li> <li>3. Set seating plan so children have their desk which is the same every day</li> <li>4. Staff must be vigilant in staying with the same group of children and adults and not mixing across the bubbles.</li> <li>5. Staff should adhere to 1m distancing in any meeting including meeting with colleagues in the staff rooms/PPA room and INSET Days.</li> <li>6. Where staff need to operate across classrooms, such as PPA, they should try to keep their distance from pupils and other staff as much as possible, ideally 2 metres away.</li> <li>7. For members of staff going into all bubbles (LS, CW, DB, Duty Cleaner) protective visors will be worn.</li> <li>8. Staff – majority of the school day will be in class bubbles and for the PPA teacher, in year group bubbles</li> <li>9. Where possible staff to be positioned at the front or side or back of room</li> <li>10. Younger children in EYFS and KS1 – emphasis on separating groups within the class/unit</li> <li>11. Older children in KS2 – emphasis on maintaining distance and not touching</li> <li>12. Children stay in their class bubble (up to 30 children) for the majority of the time, including lunchtimes. Year R - unit bubble of 60 children.</li> <li>13. Lessons planned for individual work or paired work (not group work in first instance)</li> <li>14. Conversation in the classroom from adult height, where appropriate</li> <li>15. If close feedback or communication needed – side to side not facing child</li> <li>16. Playtimes – according to plan. Each class to have own play areas with own play equipment – encourage children to observe 2 metre distance at minimum. Children to enter and leave the building using external exit doors from classrooms where this is possible.</li> <li>17. Ensure good ventilation in each classroom all day (windows or doors open)</li> <li>18. Use wedges to keep classroom doors open</li> <li>19. All classroom will be provided with anti-bacterial spray, wipes and tissues</li> <li>20. Use lidded bins for used tissues</li> </ol>	
<b>Children</b>	
<ol style="list-style-type: none"> <li>21. Class Charter created for and with the children – (Include instructions how to line up (1 metre away), use of toilet, moving around the classroom and school) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy Revisit school PPT updated and shared with all children</li> <li>22. All children to have their own tray containing stationery and other equipment, (to be kept under the table during the day and placed on the table at the end of the day for fogging.)</li> <li>23. When moving around – children move in small groups and managed by teacher e.g. moving to carpet and to tables, moving to ICT Suite etc.</li> <li>24. Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</li> <li>25. Water bottle on desks or under desk to remove need of children moving around classrooms</li> <li>26. PE outside for first 4 weeks and then reviewed re use of hall , Children to come to school in kit on P.E. day. In colder weather children to wear joggers/ trackies</li> <li>27. No coats until necessary in school. Coats kept on back of chairs.</li> <li>28. Inhalers/epipens to be stored in medical bags in classrooms</li> </ol>	

<b>Identify hazard</b>	
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Toilets to be cleaned regularly during the day – site manager and site team</li> <li>2. Clipboard placed outside toilets. Children / staff record the names of the children visiting the toilet (before break, between break and lunch and after lunch.) If possible children should be escorted to the toilets.</li> <li>3. Children to be sent to toilets in small groups, with an adult, before break.</li> <li>4. Maximum of 3 boys and 4 girls in the KS2 toilets; 2 boys and 2 girls in the KS1 toilets</li> <li>5. Children instructed to call in to the toilets 'is anybody in there?' to see if cubicles are in use – wait outside</li> <li>6. Hand gel used after toilet use as well as washing hands</li> <li>7. No hand driers in use. Children and staff to wash hands thoroughly and then use paper towels.</li> <li>8. Extra Signs in toilet and outside toilets re washing hands</li> <li>9. Extra soap ordered to ensure we do not run out</li> </ol> <p>Hand washing</p> <p>Staff need to supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water/hand sanitiser &amp; catch coughs and sneezes in tissues.</p> <p>Ensure that all adults &amp; children:</p> <ol style="list-style-type: none"> <li>a) Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</li> <li>b) Clean their hands-on arrival at the setting, when they return from breaks, before and after eating, when changing rooms and after sneezing or coughing</li> <li>c) Are encouraged not to touch their mouth, eyes, and nose</li> <li>d) Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Ensure there is a surplus supply of tissues</li> <li>e) Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>f) Supervision of hand sanitiser use given risks around 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. Parents should supply these named.</li> <li>g) Signs for how many children are allowed in at once</li> </ol>	

<b>Identify hazard</b>	
<b>Lack of social distancing waiting to enter school in morning</b> resulting in direct transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Markers at waiting areas for the children and parents to wait – 1 metre apart as more than one person</li> <li>2. Face coverings optional for adults and children when waiting outside site – removal on entry – in tissue bin (one in each class) – if reusable – given to parent to take home – removal decision based on child's mental health and risk (SLT to be consulted if child wants or needs to wear in school.)</li> <li>3. Instructions shared re social distancing between families in the morning waiting outside the school with parents and children – specific information sheet for this situation</li> <li>4. Parents have had informed instructions and must follow start and finishing times rigorously.</li> <li>5. There should only be one parent collecting and dropping off.</li> <li>6. Parents must keep at least 1 metre away from any staff member.</li> <li>7. Markers placed on the ground inside school 1 m apart where the children line up before going to the classroom</li> <li>8. All children to have hand sanitiser/ wash hands before entering the classroom.</li> <li>9. Signage displayed outside the classroom</li> <li>10. DHT and HT to be on duty to supervise</li> <li>11. <b>Staggered drop off and pick up times for different year groups</b></li> </ol>	

<b>Identify hazard</b>	
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. <b>Playground marked into sections using barriers.</b></li> <li>2. <b>Staggered playtimes</b> and allocated play area which children remain in for the whole of their playtime</li> <li>3. <b>Playtime equipment provided for each class</b></li> <li>4. Encourage children to play 1m apart where possible</li> <li>5. Games discussed which encourage social distancing – football passing, catch etc</li> <li>6. Trim Trails out of use</li> <li>7. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other.</li> <li>8. Adequate time is allowed between each break so that there is no overlap, therefore preventing an overlap of classes or a bottleneck of children at doors.</li> <li>9. Where classrooms have them, external classroom doors should be used to enter or exit the building.</li> </ol>	



<b>Identify hazard</b>	
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Each class to be named 'A' or 'B'</li> <li>2. Lunches rotate through a 2 week cycle : Week 1 A hot meal in hall Week 1 B eat lunch in classroom Week 2 visa versa</li> <li>3. School meals, including FSM, are brought to the classroom by the kitchen staff/ MDSAs.</li> <li>4. Packed lunches are brought in disposable bags.</li> <li>5. The hall is arranged to accommodate four bubbles and walk ways are clearly marked for children to enter and exit.</li> <li>6. Children to be served their food at the table.</li> <li>7. No one leaves the bubble until all the children have finished lunch and are ready to exit.</li> <li>8. MDSAs allocated to classes (and year groups) for supervision.</li> </ol>	

<b>Identify hazard</b>	
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door</li> <li>2. One boy and one girl going to toilet at one time and to be supervised</li> <li>3. Messages to office/ Inclusion Room via walkie - talkies</li> <li>4. Agree instructions with children concerning going and returning to toilet</li> <li>5. When moving class around the school – 1 metre between children – one adult at back insisting the distance is maintained – regular practice of this in the first few days – Staff keeping at least one metre away from children</li> <li>6. Children to be taught how to follow directional arrows and to keep to the correct side of the corridor.</li> <li>7. Corridor to be taped down the centre, longways.</li> <li>8. Children have different set playtimes to avoid congestion in the corridors.</li> <li>9. Corridors monitored by teaching staff and Isa's, as well as Inclusion Team.</li> <li>10. Staff to ensure they observe social distancing when they pass each other in the corridors.</li> </ol>	

<b>Identify hazard</b>	
<b>Contact of shared resources</b> resulting in indirect transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Remove soft toys and furnishings.</li> <li>2. Children to have named tray which is kept under the table</li> <li>3. Children have individual learning packs for pencils, pens, rulers, rubbers and sharpeners</li> <li>4. Children have their own white board and pen in tray</li> <li>5. Class 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 or 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. <b>All staff MUST take responsibility for this.</b></li> <li>6. Every classroom is provided with an anti-bac spray and wipes. Tables, inner door handles and other surfaces are cleaned throughout the day (tables cleaned at the end of each session) by the staff in that bubble.</li> <li>7. Lessons planned so resources are paired and not groups</li> <li>8. Resources on tables ready for lesson and not distributed within the lesson</li> <li>9. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>10. Outdoor playground equipment allocated to each bubble and cleaned each day at the end of the day</li> <li>11. Resources left on front tables for fogging – if shared within the day</li> <li>12. All surfaces left clear at end of the day</li> <li>13. Children do not take home resources or bring them in, other than reading book. These must be wiped down on return to school. Daily reading should be encouraged.</li> <li>14. Staff should not take children's exercise books home if it can be avoided.</li> <li>15. The meeting room will be used as a staff room as well. It is important that staff clean up after they have used this room, by wiping down surfaces.</li> <li>16. iPads, laptops and ICT suite can be used but must be wiped down after use. Staff to complete the ICT timetable so site staff can go into clean computers after a class bubble has left.</li> <li>17. Staff to ensure they have their own pen available. Sign in will remain in the school foyer.</li> <li>18. Photocopiers: please wipe down after use, using the spray and cloth kept by the machine. When at the photocopier adhere to social distancing guidance.</li> <li>19. No toys from home or in the classroom unless agreed by ELSA in exceptional circumstances.</li> </ol>	

<b>Identify hazard</b>	
<b>Emotional health of the children and parents</b>	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Transition sessions held week commencing 13<sup>th</sup> July for children to meet new class teacher</li> <li>2. Soft start to the first two weeks of term to support children's mental health and build relationships with adults in their classrooms</li> <li>3. Cohort thrive profiles to be completed within first few weeks to identify children that may need individual Thrive support</li> <li>4. Individual risk assessments for children with special educational and behavioural needs</li> <li>5. Parent to teacher transition form for parents to share concerns with new teacher</li> <li>6. Transition meetings between staff to handover key information</li> <li>7. Thrive/ Recovery curriculum to be delivered for first few weeks to support children's well-being – slowly increasing the cognitive load</li> <li>8. Teachers aware that it is vital that extra communication is had with parents to alleviate worries via telephone, email or Seesaw/Tapestry</li> </ol>	

<b>Identify hazard</b>	
<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Put in place IBMP and Individual Risk Assessment for children with behaviour difficulties that might need restraint and display spitting, biting etc.</li> <li>2. Seek guidance from PBS regarding support for children with behaviour difficulties</li> <li>3. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</li> <li>4. Staff to refrain from restraint unless an absolute necessity and the child is putting themselves or others at risk of harm.</li> <li>5. Staff will use social stories to reduce anxiety of children.</li> <li>6. Masks purchased if needed – instructions form PHE re cleaning – so issued to individuals</li> <li>7. Extra disposable aprons ordered</li> <li>8. Extra gloves ordered</li> <li>9. Some visors also ordered if needed</li> <li>10. Personal care – PPE (mask, face shield, gloves and apron)</li> <li>11. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask</li> <li>12. If child has temperature or new and continuous cough – child taken to COVID isolation room (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation)</li> </ol> <p><b><i>Pls note the Government guidance states “Wearing face coverings or face masks is not recommended”</i></b></p>	

<b>Identify hazard</b>	
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Hand gel and anti-bacterial wipes available in all classrooms</li> <li>2. Hand gel order in large quantities</li> <li>3. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</li> <li>4. Washing hands posters replaced in all washing areas</li> <li>5. Reminders how to wash hands properly – videos and posters</li> <li>6. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line.</li> <li>7. Timetables created to enable all children to wash hands before and after lunch, after break if not possible hand gel used.</li> </ol>	

<b>Identify hazard</b>	
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Site manager to create enhanced cleaning schedule that ensure frequent cleaning of rooms and shared areas.</li> <li>2. Daily fogging of all rooms</li> <li>3. Protective gloves worn by all cleaning staff. PPE available if required.</li> <li>4. All surfaces, handles, toilets and shared equipment will be cleaned each day</li> <li>5. Classroom bins should be emptied regularly, especially after lunchtimes</li> <li>6. Staff must wipe down their working areas and children's tables throughout the day</li> <li>7. Reading books given and collected out once a week – home reading record (to be left at home and collected in once every 3 weeks) (No library books in first instance)</li> <li>8. Soft furnishings and soft / cloth toys will be removed from use in classrooms</li> <li>9. Shared resources left on front desks/ outside doors for cleaning at end of the day</li> <li>10. Where possible rooms should be well ventilated with windows open and doors propped open (bearing in mind fire safety and safeguarding)</li> <li>11. Toilets cleaned throughout the day</li> <li>12. Year groups to keep to either KS1 or KS2 toilets</li> <li>13. Anti-bac spray and wipes in each classroom to be used before and after lunch</li> <li>14. Displays to be designed to engage children but to be non-tactile.</li> <li>15. There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational setting.</li> <li>16. <b>If there has been a confirmed case in school we will:</b> <ol style="list-style-type: none"> <li>a) Clean the area with normal household disinfectant after someone with suspected coronavirus (COVID- 19) has left as this will reduce the risk of passing the infection on to other people.</li> <li>b) Keep the area closed and secure for 72 hours and will wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.</li> <li>c) Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>d) Use disposable cloths to first clean hard surfaces with warm soapy water. Then we will disinfect these surfaces with the cleaning products we would normally use. We will pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>e) If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), we will consider using protection for the eyes, mouth, and nose, as well as wearing gloves and an apron.</li> <li>f) We will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ol> </li> <li>17) Personal protective equipment (PPE):             <ol style="list-style-type: none"> <li>a) The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ol> </li> <li>18) Cleaning and disinfection:             <ol style="list-style-type: none"> <li>a) Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>b) All surfaces that the symptomatic person has been in contact with will be cleaned and disinfected, including:                     <ol style="list-style-type: none"> <li>i) objects which are visibly contaminated with body fluids</li> <li>ii) all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> </ol> </li> </ol> </li> </ol>	

- c) We will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- d) We will use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). We will follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectant
- e) If an alternative disinfectant is used, this will be checked and we will ensure that it is effective against enveloped viruses
- f) We will avoid creating splashes and spray when cleaning
- g) Any cloths and mop heads used will be disposed of and should be put into waste bags
- h) When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- i) Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- j) If possible, we will keep the area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and we will clean as normal with our usual products.

**19) Laundry:**

- a) If washing items we will wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- b) We will not shake dirty laundry, this minimises the possibility of dispersing virus through the air.
- c) We will clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above

**20) Waste** from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- a) Will be put in a plastic rubbish bag and tied when full.
- b) The plastic bag will then be placed in a second bin bag and tied.
- c) It will then be put in a suitable and secure place and marked for storage until the individual's test results are known.
- d) Waste will be stored safely and kept away from children. We will not put waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste. If the individual tests positive, then we will store it for at least 72 hours and put in with the normal waste

**Identify hazard**

**Risk of illness of vulnerable staff and family members** through direct and indirect transmission of the virus

**Control measures to reduce the risk**

1. Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measure from 1 August, we expect that most, if not all staff will attend school.
2. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to complete personal risk assessment – based on staff risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible.
3. Agree if staff are allowed to wear PPE when in school if they wish
4. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute. Staff member to provide own Risk Assessment to HT.
5. If people with significant factors are still concerned, we will discuss individual concerns and explain the measure the school is putting in place to reduce risks.
6. We will review existing practices and further refine the workload reduction toolkit.
7. Whole staff risk assessment training will be given before a return to school.
8. Sharing of support helplines – HCC and others.

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9. Risk assessments reviewed after day one, week one and fortnightly after that.
10. At least one member of SLT available every day for staff to share concerns with.
11. Two staff rest areas are available as well as the PPA room. PPA spaces and computers to be cleaned down after use.
12. All normal staff absence procedures must be followed.
13. Site manager to speak to new staff about H&S

<b>Identify hazard</b>	
<b>Risk of illness of vulnerable children and family members</b> through direct and indirect transmission of the virus	
<b>Control measures to reduce the risk</b>	
Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.	

<b>Identify hazard</b>	
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school</b>	
<b>Control measures to reduce the risk</b>	
<p>1. Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p> <p>2. This guidance has been explained to staff and pupils as part of the induction process:</p> <ol style="list-style-type: none"> <li>i) Symptomatic person isolated in isolation room.</li> <li>ii) Person leaves site as soon as possible (parents called and expected to arrange immediate collection).</li> <li>iii) Isolation room and Classroom/workspace deep cleaned thoroughly.</li> <li>iv) Rubbish double bagged and isolated.</li> <li>v) Parents are sign-posted to Covid19 test for the child and rest of household</li> <li>vi) Bubble group advised of suspected case</li> <li>vii) Results returned:             <ol style="list-style-type: none"> <li>a) if positive, PHE informed and rubbish collected securely; wider bubble group told to continue self-isolation to the maximum of 14 days.</li> <li>b) if negative, all bubble group continues and rubbish is disposed of normally.</li> </ol> </li> </ol> <p>3. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p> <p>4. Health and safety governor (Elizabeth Groves) is satisfied that arrangements are in place and in line with DfE guidelines</p>	

<b><u>Identify hazard</u></b>	
<b>Risk of spreading virus due to public transport</b>	
<b><u>Control measures to reduce the risk</u></b>	
<ol style="list-style-type: none"> <li>1. Children who are transported by taxi to have hand sanitizer when embarking and leaving taxi. This will need to be included on the child's individual risk assessment.</li> <li>2. For any child or adult being transported by a member of staff, additional hand sanitizer should be used. Where possible this should reflect the bubbles that are adopted within school. If staff are likely to come into very close contact with people outside of their group or who they do not normally meet, they should use face masks when transporting.</li> <li>3. Parents, staff and pupils are encouraged to walk or cycle to school if at all possible.</li> </ol>	

<b><u>Identify hazard</u></b>	
<b>Risk of transmission – volunteers and trainees</b>	
<b><u>Control measures to reduce the risk</u></b>	
<ol style="list-style-type: none"> <li>1. Volunteers and trainees will have full induction and training</li> <li>2. Deployment will be in one class bubble only</li> <li>3. Volunteers should remain 2 metres from pupils and staff where possible.</li> </ol>	

<b><u>Identify hazard</u></b>	
<b>Contingency plan for outbreak of Covid-19</b>	
<b><u>Control measures to reduce the risk</u></b>	
<ol style="list-style-type: none"> <li>1. If there is a spike in the local area and infection rates result in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread.</li> <li>2. For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</li> <li>3. In the event of a local outbreak, the PHE health protection team or local authority may advise us to close temporarily to help control transmission. In this event there will need to be a deep clean followed by a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils for the remaining of time that PHE suggest.</li> <li>4. Remote education support-Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will need to offer immediate remote education as done previously. This will include online work packs, access to high quality resources, use of tapestry and seesaw, printed resources to those who need them. In the event of this occurring there will continue to be a strong focus on e-safety.</li> </ol>	

<b>Identify hazard</b>	
<b>Risk of illness through additional visitors on site</b>	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Visitors to read COVID safety guide and will be included within track and trace in the event of an outbreak.</li> <li>2. All regular permitted visitors/contractors to be given a copy of the Visitor (COVID-19) Safety Guide to read and adhere to.</li> <li>3. Visitors are not permitted on site unless essential (e.g. Social Workers, Local Authority, Governors and essential contractors). A record of all visitors is kept.</li> <li>4. Where there are visitors into the school reception, there should be a maximum of two and the screen should be used at all times.</li> <li>5. Outdoor drop box provided for parents.</li> <li>6. Permitted visitors are to wait outside the entrance until the room they are using is ready.</li> <li>7. Contractor visits should happen outside of school hours.</li> <li>8. Permitted visitors must wash their hands on arrival and use alcohol-based sanitiser at the school entrance hatch.</li> <li>9. Once meeting rooms are used, each room must be fogged after use before this room can be used again.</li> <li>10. Additional COVID-19 infection and symptom information to be read before entering the main school building.</li> <li>11. Visitors to sign in to adhere to safeguarding regulations using their own pen and add their ID badge to their own lanyard. In the event of someone not having their own lanyard, a lanyard will be given and this needs wiping after use.</li> <li>12. Meetings with other professionals can take place virtually, including Governing Body meetings</li> <li>13. The school reception foyer will be closed to all parents and visitors, other than those permitted for signing in purposes or for collecting children in special circumstances i.e. they have been in isolation</li> <li>14. Estates-related contractors will be escorted on site by Senior Site Manager</li> </ol>	

<b>Identify hazard</b>	
<b>Risk of illness on educational visits and extra-curricular activities</b>	
<b>Control measures to reduce the risk</b>	
<ol style="list-style-type: none"> <li>1. Outdoor educational visits will be limited to local outdoor spaces in the local area to support delivery of the curriculum. No use of coaches. All visits must be local enough to walk to and from.</li> <li>2. Educational visits to the school will be permitted to enhance a curriculum project and will be risk assessed in line with section 8-risk of illness through additional visitors on site</li> <li>3. No overnight residentials</li> <li>4. Breakfast and After School Club will remain closed due to risk of cross contamination between bubbles for pupils and staff. This will be reviewed by October half term.</li> <li>5. Some after school extra-curricular clubs will start in the new academic year but will be restricted to bubbles only.</li> </ol>	



<b>Identify hazard</b>
<b>Risk to office areas</b>
<b>Control measures to reduce the risk</b>
<ol style="list-style-type: none"> <li>1. Main office area will be limited to 3 adults excluding Miss Wetherick's office where there can be maximum of two people.</li> <li>2. Staff may enter the office for information purposes only and should not loiter in the office areas.</li> <li>3. Maximum of 3 people in HT/DHT office with ventilation.</li> <li>4. The Inclusion Room is occupied only by the Inclusion Leader, Family Support Worker, Inclusion LSA and Behaviour Support Worker. Please knock to enter.</li> <li>5. Children being collected will be taken outside to collecting parent.</li> <li>6. All classes will have a post-box (zippy wallet on the classroom door for messages).</li> <li>7. Post and deliveries will place items in the entrance area</li> <li>8. Wipe down phones after use.</li> </ol>

<b>Identify hazard</b>
<b>Risk of children not attending school</b>
<b>Control measures to reduce the risk</b>
<ol style="list-style-type: none"> <li>1. Ensure all parents understand expectations for all children to return to school to minimise as far as possible the longer term impact of COVID-19 on their child's education, well-being and wider development.</li> <li>2. Ensure parents know their child's arrival and exit times from school and communicate the importance of being punctual.</li> <li>3. Send parents leaflet regarding attendance post COVID-19</li> <li>4. Staff will take the register as usual and use attendance codes consistently. Review Attendance Policy</li> <li>5. It is also important to note that parents <b>MUST</b> understand they have a duty to ensure that their child attends regularly at the school where their child is a registered. St John's C of E Primary School will record attendance and follow up absence and will issue sanctions, including fixed penalty notices in line with Hampshire County Council's codes of conduct.</li> <li>6. The Inclusion Team will follow up absences by telephoning parents if they have not contacted the school to say why their child is absent.</li> <li>7. If the school is unable to contact a parent by telephone, a home visit will be made.</li> </ol>