

Covid 19 Risk Assessment

September 1st 2021

Organisation: Lowbrook Academy
 Activity: Risk Assessment for the Full Opening: Schools during COVID-19 Pandemic Reopening September 2021.
 Planned date for the activity: Wednesday 1st September 2021

Plan compiled based on Government Guidelines, RBWM Template Risk Assessment and Scientific Evidence provided by Consultant Physician and Geriatrician Matthew Butler at Addenbrooke Hospital, Cambridge, Department for Education, Public Health England and the Health and Safety Executive

Who is at Risk? Pupils, Staff and Pupils' families

How can the hazards cause harm? Illness, death, COVID 19 outbreak

We recommend all stakeholders read the below documentation prior to the school re-opening,

The DfE latest documents and guidance webpage is updated regularly:

- https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=23%20August%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>

Additionally, leaders may find the following guidance particularly useful:

- DfE guidance for schools and education settings – <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Coronavirus (COVID-19) contingency framework for education and childcare settings- <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>
- What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak - <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

Section 1: Public health advice to minimise coronavirus (COVID-19) risks

The overriding principles of this risk assessment are based on the Department of Education's guidance for full opening of schools and Public Health advice on control measures in minimising the Covid 19 risk. The System of Controls outlined by PHE are:

Prevention

You must always:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Response to any infection

You must always:

- Promote and engage with the NHS Test and Trace process.
- Contain any outbreak by following local health protection team advice.
- Manage your Contingency plan by stepping measures up and down appropriately and proportionately.

This risk assessment outlines how this school will implement this system of controls.

Category	Hazards	Persons at risk	Risk control measures	Risk	Comments - Actions
Prevention					
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms					
Stay at home	<p>Ensure that pupils, staff and other adults do not come into school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries on the red or amber lists • they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) 	Pupils, staff and other adults entering the school	<p>In summary, this includes anyone who is unwell with a persistent cough or high temperature or has a loss of or change in their normal sense of taste or smell (anosmia).</p> <p>(https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)</p> <p>(https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)</p>	High	<p>Ensure all parents, children and staff know the signs of Coronavirus. (add in to Citizenship and Ethics curriculum for term 1) Regular communication with parents.</p> <p>Completed – 16/09/2020</p> <p>Staff training and curriculum content for pupils.</p> <p>Add posters from DfE support pack around school.</p> <p>Added - 3/9/2020</p>
Signs of Illness	<p>Anyone displaying signs of illness, may pass the disease on</p> <p><i>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works. (Government Guidance)</i></p> <p>All schools must follow this process and ensure all staff are aware of it.</p>	All	<p>If anyone (child or adult) has a new cough or develops a temperature and starts to feel unwell at school, they must be sent home straight away and receive a test.</p> <p>Similarly, any loss of taste (Anosmia) or smell could be a sign of Covid 19 and must be treated as such.</p> <p>Parents will be requested to check children for symptoms before they bring them to school. If a child displays an abnormal temperature they, on no account, should be brought to school, as recommended by the NHS and Consultant Physician Matthew Butler and Government Guidance.</p>	High	<p>Inform parents of this and display this Risk Assessment on the school website.</p> <p>Ongoing with updates</p> <p>Engage with the NHS Test and Trace process</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. 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"> • book a test if they are displaying

<p>If anyone in the school becomes unwell with a new and persistent cough or a high <i>temperature</i>, or has a <i>loss of</i>, or <i>change in</i>, their normal sense of taste or smell (<i>anosmia</i>), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p><i>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</i></p> <p>NHS track and trace will directly contact close contacts and this is no longer the responsibility of school.</p>	<p>The person displaying symptoms must get a Covid 19 test as soon as possible (PCR). If the test result is positive, they must inform the school immediately and need to self-isolate for at least 10 days from the onset of their symptoms. Their household should follow the Government Guidance and advice from track and trace. In general, if they are under 18 years and six months of age or have been double vaccinated they no longer have to follow isolation protocols. If the test is negative, the child or staff member may return to school when the symptoms have gone.</p> <p><i>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. (Government Guidance)</i></p> <p>In such circumstances, households are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>Any child showing signs of illness must be taken by a staff member wearing PPE to the pick-up point (outdoor amphitheatre by the pick-up point) where they will be collected by their parent/carer. Whilst a child is waiting to be collected, they should be taken to, and remain, at the pick-up point where they can be supervised at a distance.</p> <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test</p>	<p><i>symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate and test 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</i></p> <p><u>Key local contacts</u> Thames Valley Health Protection Team During working hours (9am-5pm Monday to Friday): 03442253861 Out of hours advice: 0844 967 0083 Email: TVPHE@phe.gov.uk</p> <p>DfE Coronavirus Helpline Contact the DfE Coronavirus Helpline if you have a general query about coronavirus (COVID-19) relating to schools and other educational establishments, and children's social care. Email: dfecoronavirushelpline@education.gov.uk Telephone: 0800 046 8687 Helpline opening hours: Monday to Friday from 8am to 6pm</p>
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			<p>result. If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms. Public transport is strongly discouraged.</p> <p>The staff member must adorn gloves and a face covering and must endeavour to socially distance at least 2 metres from the child. If the child requires toileting, they will use the disabled toilet adjacent to the office. This area will be thoroughly cleaned by staff wearing PPE using school bleach cleaning products.</p> <p>Similarly, any area the child has been in during their time in school will be sanitised immediately as above.</p> <p>The remainder of the children (adults and children) remain at school until positive result is confirmed. The school will no longer undertake track and tracing, and this will commence via NHS track and trace. Close contacts will remain in school unless they have symptoms. If they have been requested by track and trace to take a PCR test they are to stay in school until a result is received.</p> <p>The school will issue Covid 19 PCR test kits to any child who is unable to access a test. Guidance regarding this is still pending.</p> <p>In the event of a local outbreak, the school will be guided by the advice of the HPT health protection team or local authority over whether or not to implement part or all of its <i>Contingency Plan</i>.</p>		
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			<p>Action should be taken if either of the following thresholds are reached:</p> <ul style="list-style-type: none"> ○ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or ○ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. ○ Actions that settings can take are set out in the Contingency Framework. Settings can phone the DfE helpline (08000 468687, option 1) for additional public health advice however this is not a requirement. <p>In such instances, school may return to the temporary wearing of masks, some social distancing measures and possible remote learning programme previously put in place using Google Classroom for some pupils groups. Please refer to the schools <i>Contingency Plan</i>.</p> <p>It is possible during an outbreak that a mobile 'Track and Trace' team will be directed to the site.</p> <p>The following guidance from the DfE will be adhered to:</p> <p><u>What to do if a pupil is displaying symptoms of coronavirus (COVID-19)</u></p> <p>If anyone in 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 be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>		
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Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.
3. While the pupil is awaiting collection, move them to the designated pick up point by Kiss and Drop.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
7. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
8. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

What to do if a pupil tests positive for coronavirus (COVID-19)

The child will need to follow isolation protocols; 10 days from the symptoms or the test and the legal guardians will be expected to engage with NHS track in trace. This is no longer the responsibility of the school.

Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated*
- they are below the age of 18 years and 6 months*
- they have taken part in or are currently part of an approved COVID-19 vaccine trial*
- they are not able to get vaccinated for medical reasons*

			<p><i>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</i></p> <p><i>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</i></p> <p><i>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</i></p>		
Face coverings are used in recommended circumstances.					
Inability to socially distance	<i>Transmission of Covid 19 through air transmission.</i>	All	<p>At Lowbrook Academy, teachers, pupils, parents and auxiliary staff and visitors are no longer required to wear face coverings.</p> <p><i>Face Coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects they are worn in enclosed crowded spaces where you may come into contact with people you don't normally meet. E.g., public and dedicated transport</i></p> <p>All members of the school community are requested to wear face coverings if they are travelling to school using public transport.</p>		<p>PPE training for staff was delivered on the 2nd July 2020.</p> <p>Safe wearing and removal of face coverings shared with staff 05.01.2021</p> <p>`children who are wearing masks to school will be identified on the 1st September and trained accordingly.</p>

			<p>Safe wearing and removal of face coverings must be considered if this is the case. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Staff must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again.</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Children who choose to wear a mask to school, even though we strongly recommend they don’t, will be demonstrated how to safely remove masks when they arrive at school. Pupils will be instructed not to touch their face covering during use or when removing it. 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.</p>		
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Ensure everyone is advised to clean their hands thoroughly and more often than usual.					
Frequent and Effective Hand Washing Hygiene Routines	<p>Spread of infection through poor personal hand hygiene:</p> <p><i>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must 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.</i></p> <p><i>Frequent and thorough hand cleaning should now be regular practice. You should consider:</i></p> <ul style="list-style-type: none"> <i>• whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly</i> <i>• if you need to supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative</i> <i>• building these routines into school culture, supported by behaviour expectations, and helping ensure younger pupils and those with complex needs understand the need to follow them</i> <p><i>Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff. Pupils who use</i></p>	Pupils, staff and other adults entering the school	<p>Children and staff will continue to adhere to increased handwashing or sanitising routines by ensuring the washing of hands and wrists is frequent (3 times a day including before eating), regular and thorough. They will continue to wash hands 20 seconds using the recommended NHS technique.</p> <p>Hands must be washed at home before a child arrives in school or as soon as they arrive (at outdoor handwashing basins) as well as at intervals during the day.</p> <p>Hand sanitiser should be placed in learning spaces but not used to replace hand washing if possible. Children will use hand sanitiser immediately after they 'Catch it, Bin it, Kill it'.</p> <p>Parents are encouraged to send their children to school with their own hand sanitiser and wipes to be used throughout the day.</p> <p>Posters on hand washing etc. will be displayed in classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>In term 1, effective hand washing using NHS techniques has been incorporated in to the Lowbrook curriculum. It will be regularly retaught and assessed and children will be scrutinised and assisted where appropriate when washing hands. Refer to: Consider NHS guidance on hand cleaning - https://www.youtube.com/watch?v=bQCP7waTRWU&feature=youtu.be Refer to Annex C – Posters for Coronavirus lessons & child friendly posters on:</p> <ul style="list-style-type: none"> <i>• Horrid hands</i> <i>• Super sneezes</i> 	High	<p>New outdoor handwashing stations installed during first lockdown.</p> <p>Inform parents of the need for their child to wash their hands before arriving in the morning. Completed 28/08/2020</p> <p>Ensure plentiful supply of soap in toilets and classrooms plus water and disposable paper towels. Morning and lunch checks. Ongoing – daily check</p> <p>Ensure each classroom has a sanitiser unit for use after “Catch it bin it kill” it has occurred. Ongoing – daily check</p> <p>Classrooms sharing hand washing facilities must coordinate hand washing times to avoid congestion - timetables to be agreed with SLT.</p> <p>Ensure posters are very visible and posted in key areas. Ensure wording is child friendly. Completed 01/09/2020 Continually revisit rules with pupils for proper washing of hands and wrists. Ongoing</p>

	saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands. Continue to help pupils with complex needs to clean their hands properly (Government Guidance)		<ul style="list-style-type: none"> • Hand hygiene • Respiratory hygiene • Microbe mania 		
Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach					
Frequent and Effective Hygiene Routines Cleaning Routines and lack of Catch it Bin it Kill it stations	<p>Inability to contain infection from respiratory waste.</p> <p><i>The 'catch it, bin it, kill it' approach continues to be very important. Make sure enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, you must ensure younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the setting operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. 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. (Government Guidance)</i></p>	Pupils, staff and other adults entering the school	<p>The children will be taught how to Catch it, Bin it, Kill it.</p> <p>Bins with lids for the disposal of tissues only, to be positioned in learning spaces and emptied regularly. These bins will be placed at the front of the classroom or in a well-ventilated area.</p> <p>Children will sanitise hands using stations that are located beside the bins and/or wash hands after sneezing or coughing. If children are caught short and do not have a tissue at hand, they will be taught to sneeze into their elbow and then sanitise and/or wash their hands.</p> <p>If children do not catch it and sneeze over surfaces, these are to be sanitised immediately.</p> <p>Hand sanitiser should be placed in learning spaces but not used to replace hand washing if possible.</p> <p>Parents are encouraged to send their children to school with their own hand sanitiser and wipes to be used throughout the day.</p> <p>Posters on hand washing, disposal of tissues etc. will be displayed in classroom, at the main entrance, places visible to those at the school gate, in the staffroom, at outdoor hand washing stations and in all toilets.</p> <p>Several children spit uncontrollably and or use saliva as a sensory stimulant. This is not a reason to deny pupils face to face education and therefore</p>	Low	<p>Catch it, Bin it, Kill it stations have been set up in each classroom prior to reopening during lockdown I.</p> <p>Place tissue boxes in classrooms and ensure there is a plentiful supply Ongoing daily</p> <p>Bins to be emptied at lunchtime and at end of the day. Ongoing daily</p> <p>SENCo to write care plans for appropriate children and to disseminate amongst all staff. Completed – 02/09/2020 (FG) Reviewed 1/19/21</p>

			individual care plans for these children will be devised by the school SENCo to manage the risk.		
Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.					
Cleaning prior to school opening	The site does not reach the appropriate level of cleanliness prior to opening)	All	<p>It will be ensured that the school is clean and that cleaning products are available before reopening.</p> <p>Arrangements for longer term continued supply of cleaning products will be in place.</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime and sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Ensure processes are in place for cleaning during the day. Consider:</p> <ul style="list-style-type: none"> Following the Government's COVID-19 cleaning of non-healthcare settings guidance Putting in place a rota for what is cleaned, when and by whom. Deliver any instruction/training for staff required to clean e.g., door handles, surfaces, equipment, toilets, front entrance buzzer <p>Ensuring cleaning tools are available in each teaching area e.g. paper towels, gloves, detergent, tissues.</p>	Medium	<p>PR to liaise with Cleaning Contractors on:</p> <ul style="list-style-type: none"> how to dispose of cleaning products and materials after use. the need, where possible, for disposable products to be used. i.e. Mop heads, cloths etc. Rota for more regular cleaning during the day following the reopening on 8.3.21 <p>Completed – 01.03.2021</p> <p>The school cleaner contractors risk assessments and method statements are retained by the school and monitored by the School Business Manager. These are known by all staff who are requested to alert the office of any irregularity in relation to the above.</p> <p>Completed - 01.03.2021</p> <p>Daily inspection of the site will be undertaken by a member of the SLT.</p> <p>Ongoing</p> <p>All staff to be trained in the safe use of chemicals and COSHH Registers.</p> <p>Completed - 02/09/2020</p> <p>Additional cleaning hours have been purchased by the school to ensure cleaning of toilets at lunchtimes.</p> <p>Ongoing</p>

					<p>Teaching Assistants to sanitise frequently touched surfaces more often than normal.</p> <p>Daily and sign off sheets collected and monitored</p> <p>Deep cleaning of school and kitchen completed 31/08/21</p> <p>Enhanced cleaning will continue in term 1 September 2021 until further advice is available.</p>
<p>Cleaning Routines</p> <p>Break times and Lunch times including outdoor lessons</p>	<p>The virus remaining on surfaces and being passed from surface to person</p> <p><i>In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include:</i></p> <ul style="list-style-type: none"> • <i>more frequent cleaning of rooms or shared areas that are used by different groups</i> • <i>frequently touched surfaces being cleaned more often than normal</i> • <i>cleaning toilets regularly</i> • <i>encouraging pupils to wash their hands thoroughly after using the toilet</i> • <i>if your site allows it, allocating different groups their own toilet blocks (Government Guidance)</i> 	All	<p>Surfaces, especially contact points (light switches, door handles, taps, iPads) must be wiped at regular and frequent intervals according to the timetable posted in the learning space.</p> <p>Desk surfaces should be regularly wiped down with anti-bacterial spray. At the end of the day, all surfaces must be wiped with a liquid solution including backs of chairs.</p> <p>Each class has their dedicated toilet blocks and they are cleaned as an additional measure every lunch time.</p> <p>Outdoor resources should be cleaned with domestic school cleaning products or quarantined for 48 hours after each class use.</p> <p>Refer to Annex C – Cleaning Rotas</p>	High	<p>Dry cloths must never be used to wipe surfaces as this simply disperses the virus over a larger area. Liquid needs to be applied in the form of warm soapy water or anti-viral spray. These can be rinsed so any virus is washed down the sink.</p> <p>The purpose of wiping is to remove not kill the virus.</p> <p>Ensure additional cleaning tools are available in each teaching area e.g. paper towels, gloves, detergent, tissues.</p> <p>Ensure antibacterial spray + paper towels are available in each classroom.</p> <p>Cleaning contractors assigned the task of ensuring each day that handwashing sinks, soap dispensers, hand gel, etc. maintain a good/effective level of hygiene levels and a plentiful supply of hygiene products.</p> <p>Completed daily</p> <p>Ongoing September 2021</p>

Daily Cleaning	Insufficient cleaning happening from one day to the next	All	<p>Cleaning staff to be contacted via Service Master Ltd to make them aware of protocols.</p> <p>Discuss additional and specific cleaning requirements with cleaning contractors. Cleaners must be informed of the need to use wet as opposed to dry cloths to clean. All surfaces (tables, floors etc.) need to be cleaned with liquid. Cleaners should be advised to wear long gloves.</p> <p>All cleaning equipment is colour coded e.g. toilets and classrooms use different coloured equipment as outlined in the cleaning risk assessment and method statements.</p> <ul style="list-style-type: none"> • Red is to be used for toilets • Blue is for all other surfaces 	Medium	<p>PR to liaise with cleaning contractors</p> <p>Ongoing daily</p> <p>Pauline to monitor daily cleaning with contractors</p>
Social distancing.					
Class Arrangements	<p><i>Social distancing measures have now ended in the workplace and schools.</i></p> <p>This may be reviewed if the school has a local outbreak and has to step up to its contingency plans.</p>	Pupils, staff and other adults entering the school	<p><i>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</i></p> <p><i>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</i></p> <p><i>Lowbrook currently has no CEV staff safe at work but would individually risk assess the work place for them if this status. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</i></p>		<p>All social distancing markings and signage have been removed from the site along with the one way system for the start and finish of the school day. These may be reinstated if the school needs to implement its <i>contingency plan</i>.</p>

Deliveries and visitors to school	Inadequate procedures in place for deliveries to the school	Staff	<p>Arrangements will be in place for any visitors/ contractors on site, with protocols and expectations shared.</p> <p>All visitors are to be made aware of our risk assessment and controls along with our safeguarding measures.</p> <p>They will only be allowed on site with a prior appointment and delivery to the office only.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Medium	<p>Pauline Reid to oversee.</p> <p>A delivery box is now left outside the school office and this will continue to be used in September.</p> <p><i>This applies to deliveries of fruit also.</i></p> <p>Deliveries for the kitchen are delivered directly to the Kitchen and out of school hours.</p>
Keep occupied spaces well ventilated.					
Ventilation	<p><i>Transmission due to poor ventilation:</i></p> <p><i>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</i></p> <p>Poor ventilation will lead to a higher risk of Covid 19 transmission – children also need to learn in an environment that is not over heated or too cold. CO2 monitors assist with this balance.</p>		<p>Doors and windows will be opened to allow for control of ventilation allowing as much fresh air as possible.</p> <p>All classrooms and spaces in the 1978 building have been identified as spaces with reduced ventilation.</p> <p>The ILE, Hall and Year 5 block have mechanical ventilation and these have been set to allow the maximum fresh air flow as possible.</p> <p>In line with the Guidance for Schools from the Federation of European Heating, Ventilation and Air Conditioning Associations (REHVA) received on the 14th October 2020, CO₂ monitors with traffic light indication have been installed in classrooms where ventilation depends on opening windows and doors to allow staff to quickly and effectively monitor air quality. The CO₂ monitor have been placed in a visible position in the classroom, away from fresh air inlets e.g., open windows. The default settings of the monitor will be changed to orange light up to 800ppm and red light up to 1000ppm in order to promote as much ventilation as possible. It is vital that the classrooms and</p>		<p>CO₂ monitors are to be purchased and installed in all classrooms by 23.10.2020</p> <p>Complete-</p> <p>Staff trained in Co2 monitor use allowing them to control ventilation and heat within the classrooms more effectively.</p> <p>The Government are in the process of providing more Co2 devices to school with appropriate training in their use.</p>

			shared areas in the 1978 building use these monitors to ensure ventilation is at an appropriate level.		
Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.					
First Aid-PPE	General first aid equipment and PPE not readily available	Pupils & Staff	<p>Each classroom will be allocated a basic first aid kit.</p> <p>PPE(Covid Related) will be supplied and can be worn by staff administering first aid if they so wish.</p>	Low	<p>The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which:</p> <ul style="list-style-type: none"> • supports local risk assessments • provides guidance for first aiders (<i>Government Guidance</i>)
Pupils with symptoms of Covid 19.	The picking up of infection through the inadequate use of PPE if a child has symptoms	Staff	<p>Staff to be issued with PPE. If a child has symptoms of Covid 19 or first aid involving touch and/or bodily fluids is required, then PPE must be worn.</p> <p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. Appropriate school attire is encouraged. Staff are to be dressed in a smart casual style (No Jeans/Flip-flops) and ensure all clothes are washed.</p> <p>Guidance below provides more advice: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Staff have been provided with appropriate slides on how to safely use PPE. Training on this will be provided again before school opening.</p> <p>If a child has a wet accident, the child will be given a fresh set of underwear and asked to change in to dry clothes.</p> <p>If a child soils themselves, the child will be given a fresh set of underwear and parents will be contacted to take them home to be cleaned before returning back to school.</p> <p><i>Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or</i></p>	Medium	<p>Distribute PPE equipment (head visors, goggles, face masks and aprons) to staff.</p> <p>Completed – 28/08/2020</p> <p>Have PPE readily available in classrooms should first aid need to be delivered.</p> <p>Completed – 28/08/2020</p>

			<p><i>respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</i></p> <p><i>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</i></p> <p><i>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</i></p> <ul style="list-style-type: none"> <i>• a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained</i> <i>• performing aerosol generating procedures (AGPs)</i> <p><i>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing and controlling infection. This includes:</i></p> <ul style="list-style-type: none"> <i>• when and how PPE should be used</i> <i>• what type of PPE to use</i> <i>• how to source it</i> <p><i>(Government Guidance)</i></p>		
Promote and engage in asymptomatic testing, where available.					
LFD testing	Guidance on testing in our setting can be found here .	Staff and visitors	Staff will be provided with a Lateral Flow device testing kit and training provided on how to use it.	Medium	<p>Staff training on Lateral Flow Device testing and provision of test kits</p> <p>Completed 8th February 2021</p>

			<p>All staff will be asked to carry out the test twice a week (Sunday evening and Wednesday evening).</p> <p>Staff are to report their result to Pauline Reid via email.</p> <p>Staff with a positive result must stay at home and arrange a PCR test to confirm the result.</p> <p>Anyone with symptoms, even if they had a recent negative test result, must follow the stay at home guidance and arrange a PCR test.</p> <p><i>Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.</i></p> <p><i>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.</i></p> <p><i>Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school.</i></p> <p><i>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still</i></p>		
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			<p><i>self-isolate immediately according to government guidelines.</i></p> <p><i>Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. (Government Guidance)</i></p>		
Promote and engage with the NHS Test and Trace process.					
Signs of Illness	<p>Anyone displaying signs of illness, may pass the disease on:</p> <p><i>Staff members, parents and carers will need to:</i> <i>book a test if they or their child has symptoms - the main symptoms are:</i></p> <ul style="list-style-type: none"> • <i>a high temperature</i> • <i>a new continuous cough o a loss or change to your sense of smell or taste</i> <p><i>self-isolate immediately and not come to school if:</i></p> <ul style="list-style-type: none"> • <i>they are required to do so having recently travelled from certain other countries</i> • <i>they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</i> 	All	<p>If anyone (child or adult) has a new cough or develops a temperature and starts to feel unwell at school, they must be sent home straight away.</p> <p>Similarly, any loss of taste (Anosmia) or smell could be a sign of Covid 19 and must be treated as such. Parents will be requested to take their child's temperature each morning before bringing them to school. If a child displays an abnormal temperature they, on no account, should be brought to school.</p> <p>In such a case, they must follow the government guidance on self-isolating. They must also book a PCR test.</p> <p>If the test result is positive, they must inform the school immediately and need to self-isolate for at least 10 days from the onset of their symptoms. A sibling of that child is now allowed to remain in school .</p> <p>In such circumstances, households are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>Any child showing signs of illness must be taken by a staff member wearing PPE to the pick-up point</p>	High	<p>Inform parents of this. Completed - 28/08/2020</p>

			<p>(outdoor amphitheatre by the pick-up point) where they will be collected by their parent/carer. Whilst a child is waiting to be collected, they should be taken to, and remain, at the pick-up point where they can be supervised at a distance.</p> <p>The staff member must adorn gloves and face mask and must endeavour to socially distance at least 2 metres from the child. If the child requires toileting, they will use the disabled toilet adjacent to the office. This area will be thoroughly cleaned by staff wearing PPE using school bleach cleaning products.</p> <p>In the event of a local outbreak, the school will be guided by the advice of the health protection team or local authority and may be requested to implement part or all our contingency plan. In such instances, school will return to the remote learning programme previously put in place using Google Classroom.</p> <p>It is possible during an outbreak that a mobile 'Track and Trace' team will be directed to the site.</p> <p>As of September 2021, schools are no longer responsible for track and trace procedures.</p>		
Manage confirmed cases of coronavirus (COVID-19) amongst the school community					
Managing confirmed cases	Confirmation of a positive test and reduction of transmission procedures.	All	<p><i>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</i></p>	Medium	Registers of all confirmed cases and those in isolation are retained to assist with NHS track and trace and to ensure that children and staff do not attend the site when contagious.

They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Additional information on [PCR test kits for schools and further education providers](#) is available.

Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see [Stepping measures up and down](#) section for more information) or if central government offers the area an enhanced response package, a director of public health might

			advise a setting to temporarily reintroduce some control measures.		
Contain any outbreak by following local health protection team advice					
Containing outbreak	<p><i>Infection during an outbreak.</i></p> <p><i>An outbreak is defined as:</i></p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period: or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 	All	If the identified thresholds for an outbreak are reached the school will revert to its <i>Contingency Plan</i> and implement it in conjunction with RBWM, DsPH and HPTs.	Medium	

Section 2: School Operations

School Workforce					
Staffing Policies and Procedures	Key staff members not on site	Staff	<p>The school will endeavour to ensure key members of staff are on site when there are children present. Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider • First Aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member <p>Externally employed adults who might ordinarily deliver learning in school e.g., sports coaches and music tutors are permitted to be on site. Protocols and expectations will be shared when external providers resume their role.</p>	Medium	<p>Determine cover arrangements (including leaders and safeguarding designated leads) – and review on a weekly rather than daily basis to minimise contacts.</p> <p>Ongoing – 01/09/2020</p> <p>Additional Safeguarding leads to be trained.</p> <p>Completed June 2021-3 additionally trained staff members.</p>

			<p>If the school does not have enough staff who are appropriately trained in these areas on site due to illness or isolation, then the <i>Contingency Plan</i> will be consulted and used as appropriate.</p> <p>Staffing numbers required for entire eligible cohort to be determined including support staff. Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider • First Aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 		
Safe operation	Staff susceptible to illness will catch the disease	Staff	<p><i>DFE Guidance states:</i> <i>Clinically Extremely Vulnerable</i> CEV staff can now attend the work place attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how they will be supported, including to work from home. You should continue to pay CEV staff on their usual terms. Lowbrook currently have no CEV staff. Those living with someone who is CEV can still attend work. Staff who are clinically vulnerable CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. Pregnancy</p>	High	<p>Establish which staff this applies to. Having done this, allocate additional members of staff to bubbles. Completed – 01/09/2020 Distribute the work of those staff members in the classroom to those working from home. N/A</p> <p>Determine plans to respond to increased sickness levels. Lockdown plans in place 02/09/2020 – these are ongoing</p> <p>Refer to: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>

		<p>You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice.</p> <p>Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If we are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, we will check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks.</p> <p>Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment. We must take appropriate sensible action to reduce, remove or control the risks.</p> <p>As part of your risk assessment, we will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. We are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those</p>		
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			<p>at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. When open in September with an equitable approach to risk management for our workforce, recognising that staff may have a variety of baseline risks. Work continues to build our understanding of what these baseline factors are and the increased risks they pose.</p> <p>There is further information available on who is at higher risk from coronavirus.</p> <p>Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</p> <p>Refer to Annex B - Principles for Staff</p>		
Contamination	The picking up of infection through the touching of surfaces	Staff	<p>In the same way the pupils must adhere to hand washing routines, so staff must as well.</p> <p>Staff should not touch their face.</p> <p>When marking books, it is important that staff members sanitise or wash hands prior to handling the books and after.</p> <p>Guidance allows books to be taken home by staff however we believe that this is an unnecessary risk and as such staff are encouraged not to take books home.</p>	High	

Mental Health	<p>Staff members suffering with stress and anxiety:</p> <p><i>All employers have a duty of care to their employees, and this extends to their mental health. Make sure you have explained to all staff the measures you are putting in place. Discuss with all staff any changes in place as part of these measures. Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing. Read about the:</i></p> <ul style="list-style-type: none"> • extra mental health support for pupils and teachers • Wellbeing for Education return programme <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing. (Government Guidance)</p>	All Staff	The school will have in place support for wellbeing, mental health and resilience, including bereavement support.	Medium	
Policy and Practice	Updated policies and procedures have not been communicated to all staff and governors.	Staff	<p>Staff/Governors will be notified of:</p> <ul style="list-style-type: none"> • changes to fire evacuation and lockdown drills -these have now reverted to pre-pandemic plans and will be practiced as such. • COVID-19 risk assessment and procedures and any risk assessments that have been written and changed • Safeguarding and Child Protection policy and procedures. • Data Protection Policy • Updated behaviour policy • Updates from the DFE and guidance from the Public Health England 	Low	<p>Staff training to be provided in the use of this and all other school risk assessment and policy changes prior to whole school reopening in September. Completed - 28/08/2020</p> <p>Ongoing immediately after each update and change.</p>

			<ul style="list-style-type: none"> • COVID-19 specific risk assessments for catering, cleaning and P.E. contractors (to be kept by the school) • Arrangements for the return of pupils and parents. • Opening procedures • Updates to the website if applicable <p>The school will ensure all staff are trained on updates to policies and procedures including any interim arrangements regarding SEND Information and reporting.</p> <p>Opportunities for feedback will be factored in.</p>		
Catering					
Kitchen use	Safe re-opening	Staff	<p>Before the kitchen can open, the cleaning and disinfecting of all areas and surfaces must happen. Deep cleaning of the kitchen prior to reopening and before food preparation resumes is essential.</p> <p>The catering company will take responsibility for when and by who ongoing daily cleaning of kitchen is going to happen as well as how food will be prepared and served.</p> <p>The school will retain the catering risk assessments and monitor the controls identified.</p> <p>During the first term KS1 will continue to have lunch in their classrooms and we will stagger their return to the hall. This should reduce the amount of time lunch takes and gives us time to train those who have never eaten in the hall.</p>	Medium	<p>Catering</p> <p>The lunch routines will be monitored by SLT over the first few weeks of term and decisions regarding the timings and locations will be made on these observations.</p>
Estates					
Preparing the site for wider re-opening	The site requires maintenance for it to reach a standard which would make it safe for full re-opening	Staff	<p>A list of checks will be carried out before re-opening. These might relate to:</p> <ul style="list-style-type: none"> • Electrical & lighting • Heating systems/ Boiler 		Allow sufficient time for this activity, approx. 1 week before opening if possible.

			<ul style="list-style-type: none"> • Fire escape routes • Fire alarm • Water systems/ legionella • Gas safety • The fabric of the building 		<p>Water treatment, flushing of system for (including drinking water), certifying of the water system including legionella protocols</p> <p>Complete- 27/08/21</p>
	Emergency Evacuation plans are in place	Staff	<p>Evacuation routes are confirmed, and signage accurately reflects these. Emergency evacuation remains the same as before but pupils and staff need to be informed and emergency evacuation practised to account for staff and pupils needing to evacuate from an area they are less used to working in. This will ensure pupils and staff are re-orientated.</p> <p>N.B. In the event of emergency, the priority is getting out of the building safely and calmly regardless of social distancing.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>A fire drill will be timetabled for the first week back.</p>		<p>Ensure fire drill is undertaken once pupils return to ensure correct procedures are in place.</p> <p>Week commencing 1st September and again 29th September when all the EYFS are in school.</p> <p>Completed – 18/09/2020</p> <p>6 weekly testing to resume</p>
	Conditions ripe for infection to spread owing to no circulation of air	Pupils & Staff	<p>All doors to classrooms, internal and external, to be propped open (bearing in mind fire safety & safeguarding and noting particularly that the holding open of fire doors without the use of approved hold open devices is not permitted).</p> <p>All windows to be open.</p>	Medium	<p>Air to be circulated with doors and windows open prior to pupils arriving and left open after pupils have left-instruct staff.</p> <p>Ongoing</p>

Section 3: Curriculum, behaviour and pastoral support

Curriculum	The workload for staff becomes unmanageable	Staff	<p>Staff will be instructed to reinforce learning and practice of good hygiene habits through games and repetition, and through reference to the posters provided in Government Guidance. This has been included in the new terms planning.</p> <p>Staff will be mindful of the need to provide ongoing support for any emerging anxiety and/or wellbeing issues.</p> <p>Staff will consider which lessons can be safely conducted. Individual risk will be identified on the lesson plans. Thorough cleaning of all equipment, especially in PE is required.</p> <p>Outdoor teaching is recommended and should be exploited where possible.</p> <p>When marking books, staff must sanitise or wash their hands prior to handling books and again afterwards. They must avoid touching their face as much as possible.</p> <p>Homework should be set using online tools e.g. Google Classroom, MyMaths, PurpleMash. Minimal paper homework is to be set to minimise contamination between home and school.</p> <p>If lockdown or partial closure is enforced the Home-schooling using Google classroom will commence immediately- this scheme of work is referred to as the Covid Curriculum and is available remotely on the school server for staff to facilitate.</p>	Medium	<p>The schools Marking, Feedback and Assessment policy will be updated to reflect the safety issues identified in this risk assessment.</p> <p>Completed - 08/09/2020</p>
Catch up	Gaps in pupils' knowledge becomes evident following the long period of home schooling	Pupils	The school will aim to deliver a high-quality balanced education as soon as pupils return, that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. Staff will aim to teach an ambitious and broad curriculum in all	Medium	

			<p>subjects, but make use of existing flexibilities to create time to cover the most important missed content. However, some modification to the curriculum may be needed, with teaching time prioritised to address significant gaps in pupils' knowledge.</p> <p>Curriculum planning will be informed by an assessment of pupils' starting points and by addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment. For pupils in EYFS, staff will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p> <p>For pupils in key stages 1 and 2, staff will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) and identify opportunities across the curriculum for pupils to read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, time and place, the arts, physical and emotional health and religious education.</p> <p>A Catch Up plan has been developed and this will continue to be implemented and evaluated immediately upon return.</p>		
School Trips	Day/residential trips-contamination	Pupils, staff	<p>Day trips and residential trips can now go ahead. No trips are planned for abroad.</p> <p>The school undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>	Med	<i>The 2021 July residential was very successful and will be planned for again in 2022.</i>

Unauthorised absence	The gap between pupils grows unnecessarily because of unauthorised attendance	YP	<p><i>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</i></p> <p><i>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</i></p> <p><i>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</i></p> <p>Pupils are required to attend school in accordance with government guidelines. This will be regularly communicated to all parents and carers.</p> <p>The additional catch-up funding school will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding will be used to put measures in place for those families who will need additional support to secure pupils' regular attendance and close any gaps which may have grown/developed during lockdown.</p>		There's separate guidance on recording attendance at school attendance guidance
Absence	Lost learning due to isolating due to Covid 19.		Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will immediately be offered access to remote education using Google Classroom which is already well established (and going to be used as a homework tool). Engagement with this activity will be monitored.		

SEND	Adequate provision is not in place to support SEND pupils	Pupils	<p>All SEND children will be effectively catered for in September through reasonable adjustment and where necessary Covid 19 modifications written into their pupil passport.</p> <p>The school will work with SEND department and families to identify what provision can be reasonably provided for, in line with education, health and care (EHC) plans.</p> <p>The review of Pupil passports/annual reviews etc will be considered.</p>	Low	
Pupil Mental Health	Pupils feel anxious, stressed or display signs of low mood when returning to school	Pupils	<p>Discussions with staff on how behaviours may be an indication of a pupil's anxiety will be shared.</p> <p>The Department for Education, Public Health England and NHS England hosted a free webinar for school and college staff on 9 July 2020 to set out how to support returning pupils and students. A recording of this is available here.</p> <p>This includes experts discussing the impacts of the pandemic on pupils' mental wellbeing and recovery techniques, and education leaders discussing the actions they have been taking.</p> <p>Teachers can access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.</p> <p>The training module on teaching about mental wellbeing will help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom.</p> <p>You may also need to provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. Our</p>	Low	

			<p>'Every interaction matters' webinar can help with offering pastoral support for wellbeing.</p> <p>Where there is a concern a pupil is in need or suffering or likely to suffer harm, follow your child protection policy and part 1 of keeping children safe in education. Consider any referral to statutory services (and the police) as appropriate.</p> <p>The Wellbeing for Education Return programme, provides training and resources to help school staff respond to the wellbeing and mental health needs of pupils. The training provides practical examples to support staff and pupils within a school. Laura Denham and Nicola Ivey both attended the training.</p>		
Covid 19 Related behaviour issues	<p>Pupils unclear of new rules and procedures leading to unsafe behaviour:</p> <p><i>Policies set clear, reasonable and proportionate expectations of pupil behaviour. Further information on behaviour and discipline in schools is available. Set out clearly the consequences for poor behaviour and deliberately breaking the rules. The school set out how we will enforce those rules including any sanctions, especially for any restrictions on movement within school and new hygiene rules. Lack of routine, and classroom discipline may contribute to disengagement for some pupils returning to school. This could result in an increase in poor behaviour. We need to consider what sanctions or consequences are appropriate for poor behaviour and whether additional support should be put</i></p>	Pupils	<p>Review Behaviour policy, making amendments to reflect the changes in working.</p> <p>Refer to Annex A Behaviour Principles</p> <p>Staff will brief the children on procedures at the start of each day and remind them of expectations at regular intervals or when needed.</p> <p>Children-friendly signs will be put up around the school as reminders of procedures the pupils need to follow.</p> <p>Pupils and parents will be made aware of changes to the school day via regular communication.</p> <p>Pupils will be made aware of changes to emergency procedures.</p> <p>All students will be instructed to bring a water bottle each day and informed of the fact that water fountains are not in use.</p> <p>Pupils will be informed of strict social distancing and cleaning arrangements.</p> <p>Pupils will be taught about safe and sensible ways of moving around the site, inside and out.</p>	Medium	<p>Reviewed Behaviour Policy and explanation of key points and New guidance. Pg.17 Completed – 07/09/2020</p> <p><i>These have been added to our policies and will be maintained this term</i></p> <ul style="list-style-type: none"> ✓ <i>following school instructions on hygiene, such as handwashing and sanitising</i> ✓ <i>moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)</i> ✓ <i>expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands</i> ✓ <i>tell an adult if you are experiencing symptoms of coronavirus</i>

<p><i>in place for these pupils including those who:</i></p> <ul style="list-style-type: none"> • <i>may struggle to reengage in school</i> • <i>are at risk of being absent or persistently disruptive</i> <p><i>Some pupils may return to school having suffered from:</i></p> <ul style="list-style-type: none"> • <i>bereavement</i> • <i>anxiety</i> • <i>in some cases, increased welfare and safeguarding harms</i> <p><i>This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups such as:</i></p> <ul style="list-style-type: none"> • <i>pupils with a social worker</i> • <i>previously looked-after children who left care through adoption or special guardianship</i> • <i>young carers</i> <p><i>These pupils may need additional support and access to services such as educational psychologists, social workers and counsellors.</i></p> <p><i>Additionally, provision for pupils who have SEND may have been disrupted during the period of restrictions on attendance and there may be an impact on their behaviour. Work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils. (Government Guidance)</i></p>		<p>The class code of conduct will be reviewed and displayed in rooms. This is done with the children every September.</p> <p>The usual annual health and safety walkabout will be carried out individually by classes and overseen by the Principal during the first two weeks of school. School boundaries will be established, new/appropriate rules discussed and shared plus time will be made for conversations regarding who pupils feel they might be able to talk to in times of crisis. Ideas from all classes will be gathered together and formed into the new school charter for the academic year.</p>		<ul style="list-style-type: none"> ✓ <i>rules about sharing any equipment or other items including drinking bottles</i> ✓ <i>use of toilets</i> ✓ <i>clear rules about coughing or spitting at or towards any other person</i> ✓ <i>clear rules for pupils at home about conduct in relation to remote education</i> ✓ <i>rewards and sanction system where appropriate (Government Guidance)</i>
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Wrap around care arrangements- The above Control measure will be followed with the additional procedures.

Risk	Procedures and actions	Monitoring
<p>Entry:</p> <p>Lack of supervision</p> <p>Road incidents</p>	<p>Staff members posted on the pedestrian gate (By the drop off) one by the wash station and one in the hall. Children will be signed in at the Kiss and drop (Pedestrian gate) and asked to socially distance at the wash basins and entry.</p> <p>The children will only cross using the zebra crossing under supervision.</p> <p>The general one-way system will not be in use for breakfast club children.</p>	<p>Kay Redjeb</p>
<p>Cross contamination in the breakfast club</p>	<p>All children will wash hand on entry and before school starts.</p> <p>The school does not need to have bubbles and social distancing from 1/09/21</p>	<p>Kay Redjeb</p>
<p>Cross contamination at after school club</p>	<p>All children will wash hands with their class before being delivered by a TA to the playground where the after school club staff will collect them and take them into the hall via the reception entrance for after school club.</p> <p>4L toilets will be cleaned as soon as the cleaners arrive in school and those will be the only toilets used by pupils attending the ASC. They will be cleaned again at the end of ASC ready for the following day.</p> <p>Hands will be washed before the club ends.</p> <p>Registers will be made available for NHS contact tracing if requested</p>	<p>ASC Manager</p>
<p>Cross contamination during exit</p>	<p>Parents will call from the pedestrian gate. A staff member will take them to wash their hands and then deliver them safely to their parents. The staff member will sign them out. (Not the parents)</p>	<p>ASC Manager</p>

Policies to refer to:

- Behaviour Policy
- Exclusion Policy
- Health & Safety Policy
- Confidentiality Policy
- Data Protection Policy
- Child Protection & Safeguarding Policy & Procedures
- Home School Agreement
- Email, Internet & E-Safety Policy in conjunction with VL Protocol

REVIEWS AND REVISIONS				
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
03.09.2020	Dave Rooney	Yes		Amendments made to drop off and pick up arrangements
11.09.2020	Dave Rooney	Yes		1. Amendments made following update to guidance 28.8.20 2. Action List published by DfE included 3. Amendments to risk assessment following publication of PHE South East Educational Settings Working Group COVID-19 Resource Pack for Educational Settings received 8.9.20 4. Inclusion of Annex F: flowchart
18.09.2020	Dave Rooney	Yes		1. Addition of reporting hotline telephone number 2. Addition of Wrap Around Care Procedures
30.09.2020	Dave Rooney	Yes		1. Updated TV Education Settings Flowchart Added V4.1
05.10.2020	Dave Rooney	Yes		1. Updated handwashing hygiene routines 2. Updated cross contamination of bubbles during the distribution of lunch
06.10.2020	Dave Rooney	Yes		1. Monitoring update
08.10.2020	Dave Rooney	Yes		1. Addition of arrangements for booster and 1 to 1 sessions.
15.10.2020	Dave Rooney	Yes		1. Addition of new ventilation guidance on the use of CO ₂ monitors in classrooms

04.01.2021	Dave Rooney	Yes		1. Amendments to face covering expectations of staff 2. Amendments made to congregations of staff and adequate spacing in corridors 3. Updated information on clinically extremely vulnerable staff and pregnant women 4. Amendments to marking expectations 5. Updated information on physical activity in school when in tier 4 6. Updated information for children who are clinically extremely vulnerable
24.02.2021	Dave Rooney	Yes		1. Amendments made following publication of new guidance prior to schools returning on 8 th March 2021.
25/08/2021	Dave Rooney	Yes		1. Amended ready for opening September 2021.

Annex A: Behaviour principles

In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy. Behaviour policy changes will also need to be communicated to pupils, parents and staff.

Areas schools may wish to add to their behaviour policy are:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate

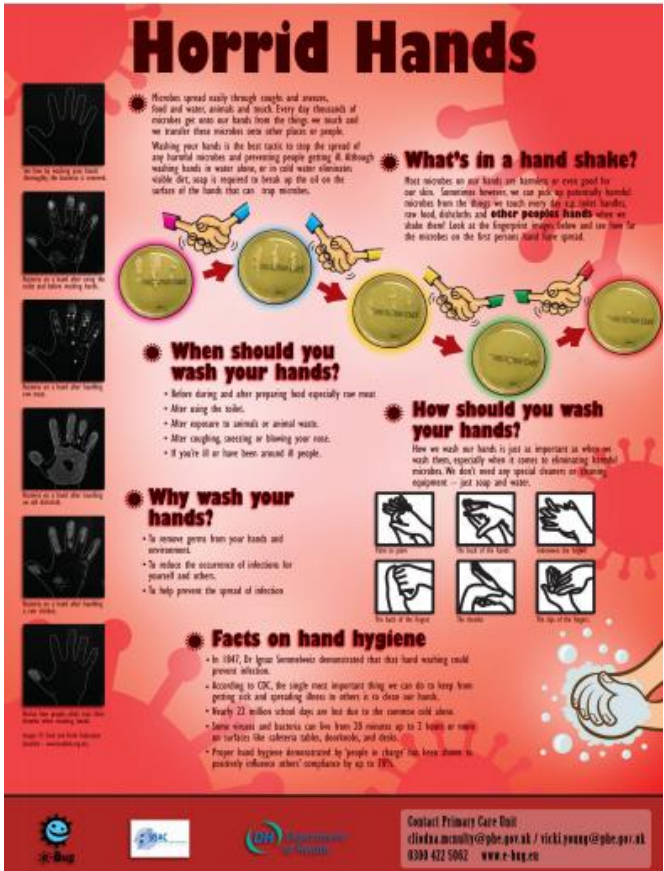
Identify any reasonable adjustments that need to be made for students with more challenging behaviour.

Annex B: Principles for staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
7. Keep your classroom door and windows open if possible for air flow. Use the CO2 monitors to assist you so that
8. there is a good flow of air but the temperature is comfortable.
9. Limit the number of children from your class using the toilet at any one time.
10. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
11. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Annex C: Posters

Horrid Hands - https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands



Giant Sneezes

What's in a Sneeze?

What is a Sneeze?
Sneezing is a way in which our body tries to get rid of all the bad bugs and dust. The bugs and dust get caught on the nose hair and inside our nose. The nose sends a message to the brain which then sends a message back to your nose, mouth, lungs and chest telling them to blow the irritants away.

To Sneeze or not to Sneeze
A sneeze can spread germs 3.3 metres or over 10m in a split of 100 milliseconds! The sneeze contains a lot of harmful stuff, like water vapour, water droplets, and even from your nose. This mixture and stuff may be full of microorganisms, and some of them may be unhealthy ones. These bad microbes can be passed on to someone else through sneezing so it is very important to cover your mouth and nose. Remember that if you cover your mouth and nose with your hand you can still spread the flu germs to someone when you touch them! It's best to use a tissue or to sneeze on your sleeve.

How can our nose stop us getting ill?
We breathe in more than 18,000 litres of air a day mostly through our nose. This air contains oxygen, nitrogen, dust and pollutants as well as lots of microbes. Some of these microbes may be harmful if they come from a cough or sneeze from someone around us. Coughs, colds and the flu are caused by bad virus microbes. As we breathe in through our nose, many of these microbes and other irritants get trapped in our snout and nose hair but some can make it into our throat and multiply making us ill.

Sneezing FACTS!

- The world record for sneezing was held by Donna Griffiths of Worcesterhire who sneezed for 93 days in a row.
- Some cultures think that sneezing is a sign of good luck — others think it's a sign of death.
- You cannot sneeze without closing your eyes.
- It's illegal to bury or cremate in a church in Nebraska, USA.
- You produce 2 pints of snot every day and most of this you swallow without thinking.
- Some doctors can tell the colour of your snot to tell if you are ill.
- There are more than 200 cold viruses but only a few types of flu.
- Antibiotics will NOT cure the flu.

Sneezing FICTION!

In the old days, people were very worried about sneezing - here are some of the things they believed:

- Their eyes will pop out if you keep them open when you sneeze.
- Their heart stopped when you sneezed.
- You can catch a cold by going out with wet hair.
- Your soul leaves your body when you sneeze.



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Illustration: Sue Smith - Health

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UK Department of Health

Contact Primary Care Unit
clinda.mccoll@phe.gov.uk / vicki.young@phe.gov.uk
0300 422 5062 www.e-bug.eu



The 6 Steps of Hand Washing



Palm to palm



The back of the hands



In between the fingers





The back of the fingers



The thumbs



The tips of the fingers



Influenza

2.2 Spread of Infection Respiratory Hygiene

National Curriculum Links

Key Stage 2

Science

Working Scientifically
Animals including Humans (Upper KS2 only)

PSHE

Core Theme 1: Health and Wellbeing

English

Reading and Comprehension

Estimated Teaching Time

50 minutes

The Spread of Infection section aims to teach students how poor hand hygiene, respiratory hygiene and improper care with food can lead to the spread of microbes and disease.

In 2.2 Respiratory Hygiene, students get to observe on a large and fun scale how far germs are carried when they sneeze. Through a set of trial experiments, students learn that covering their mouths with a tissue when they cough and sneeze helps prevent the spread of infection.


Learning Outcomes

All students:

- Will learn that infection can spread through sneezing and coughing
- Will understand that covering the mouth when sneezing or coughing can prevent the spread of infection

More able students:

- Will know that coughing or sneezing in your hand can still spread infection



Microbe Mania!

Microbes!

- Microbes appeared on earth about 3.5 billion years ago.
- There are more microbes than all other animals and plants in the world.
- Some microbes live in places where nothing else can live.
- If there were no microbes, there would be no people!
- Microbes come in all shapes and sizes.

Microbe Types

1: Fungi

- The giants of all microbes!
- Fungi can be good and bad – good fungi can be used to make bread (yeast) or antibiotics. Bad fungi can cause mould on bread or diseases such as athlete's foot.

2: Virus

- Viruses are parasites – they need to live inside the cells of animals, plants and even other microbes to live!
- There are very few good viruses and most viruses make us ill!

3: Bacteria

- Bacteria are found EVERYWHERE including all over our bodies.
- There are three different shapes of bacteria and scientists use these shapes to help identify them: *Bacillus*, *Spirillum*, *Coccus*.

Good Microbes

- Most microbes are good for us and do **NOT** cause disease.
- Microbes generate at least half the oxygen we breathe.
- Microbes live on the roots of plants and help them absorb food and water.
- Microbes are responsible for creating foods such as wine, cheese, vinegar, yogurt, and cheddar!

Bad Microbes

- Some microbes can be harmful to humans and cause disease or illness.
- The bad microbes are known as **pathogens** but are sometimes called bugs or germs.
- Pathogens spread by close contact, coughs, sneezes, food, water and animals.
- Bacteria causing microbes that spread from person to person are known as infections.
- Bad microbes live in where you, your home, school or environment is unhygienic or dirty.
- Remember, microbes multiply very fast so it only takes one bad microbe to get inside your body and make you sick!
- Many of our everyday illnesses are caused by viruses e.g. ear ache, cold, flu, most coughs and sore throats!

Contact Primary Care Unit
 clindua.mccullough@pche.gov.uk / nicki.gunn@pche.gov.uk
 0300 422 5992 www.e-bug.eu

Annex D: Cleaning Rota

Classroom Sanitising Rota

Please sanitise: **Door handles, light switches, taps, desks, keyboards, iPads**



10.00



11.30



1.00



2.30

Annex E Key Changes September 2021

- Schools, colleges and out-of-school settings no longer expected to keep pupils in **bubbles** or **reduce mixing in groups**.

Bubbles and social distancing



- No longer recommended in education and childcare settings.
- **Are recommended on dedicated school or college transport** in line with government expectation to wear face coverings in crowded areas when prevalence is high.
- **Singing, wind and brass instrument playing** can be undertaken.

Face coverings



- Education and childcare settings are not asked to undertake routine **contact tracing** for children and young people.
- Contact tracing will be limited to **close contacts** identified by NHS Test and Trace.
- Settings may be contacted in exceptional cases to help identify close contacts.

Contact tracing



- **From 16 August**, fully vaccinated adults and under 18s identified as close contacts are not required to self-isolate unless they are symptomatic.

- Close contacts will instead be advised to take a PCR test. If positive, NHS Test and Trace will inform the individual of next steps.

Self Isolation



- **For education settings that are open over the summer holidays, continue testing twice weekly at home.**
- Two on-site tests at the start of the **Autumn term**, then a transition to twice-weekly home testing.
- **Year 6 students transitioning to year 7** will be offered 2 ATS in the **autumn term but will not need to test over summer.**

Testing



- **We continue to encourage Covid-19 vaccine** uptake in education.
- DHSC have now accepted advice from JCVI that **routine vaccination should be offered to 12–15-year-olds** with underlying health conditions or who are household contacts of the immunosuppressed
- **Also, 16 and 17 year olds will be offered the vaccine.**

Vaccines

