

# COVID-19 Risk Assessment, Action Plan and Contingency Plan



Version 1 – September 2021

<b>School name</b>	Oldbrook First School				
<b>Assessment carried out by (name/role)</b>	Mr Kirk Hopkins (Headteacher)				
<b>Date of assessment</b>	01.09.2021	<b>Date of review for full staff re-occupation</b>	01.09.2021	<b>Date of review for full re-occupation</b>	04.03.2021
<b>Full Governing Body Sign Off</b>	06.09.2021				

<b>Health and Safety Checks Complete</b>	03.09.21	<b>Staff Available</b>	03.09.21
<b>Cleaning / Hygiene / PPE in Place</b>	03.09.21	<b>Operational Plan Read by All Staff</b>	03.09.21
<b>Designated Areas and Site Operational</b>	03.09.21	<b>Operational Procedures Communicated to Parents / Visitors</b>	03.09.21
<b>Curriculum and Timetables in Place</b>	03.09.21	<b>Remote Education in Place</b>	06.09.21
<b>Risk Assessments Complete for All Vulnerable Staff and Pupils</b>	Currently no shielding at this stage.	<b>Safeguarding Arrangements in Place</b>	03.09.21
<b>Catering In Place</b>	03.09.2021	<b>Latest Review Date</b>	

All areas must be signed off before school is re-opened.

## [Link to DFE Guidance Documentation](#)

[DFE: Planning Guide for Primary School](#)   [DFE: Guidance for Parents and Carers](#)   [DFE: Safer Working in Education](#)   [DFE: Early Years and Childcare Settings](#)   [DFE: Stay at Home: Guidance for households with possible or confirmed cases](#)   [Get Internet Access](#)   [DfE Contingency Framework](#)

**Government requirement:** As part of planning for returning to school on Thursday 2<sup>nd</sup> September and with the change in guidance it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level and have plans in place for remote learning.

School employers should have active arrangements in place to monitor that the system of controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. Schools should work through the below system of controls. They are grouped into 'prevention' and 'response to any infection'.

**Prevention: We must always ...**

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. There is a requirement that they stay home if:
  - They have one or more coronavirus (COVID-19) symptoms
  - They are required to [quarantine having recently visited countries outside the Common Travel Area](#)
  - have tested positive, even if asymptomatic
  - they have been advised by [NHS Test and Trace](#) to do so (this is a legal requirement)
2. Ensure face covering are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning arrangements, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated.

**In specific circumstances:**

8. Ensure individuals wear appropriate personal protective equipment (PPE) where necessary
9. Promote and engage in asymptomatic testing, where appropriate.

**Response to any infection: We must always ...**

10. Promote and engage with the NHS Test and Trace process
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
12. Contain any outbreak by following local health protection team advice.

All staff must follow the procedures and expectations within this document. If you have any questions or would like to raise anything please contact Mr Hopkins (Headteacher).

This risk assessment has been designed to meet the Government risk assessment requirements based on the criteria and frameworks hyperlinked above.

<b>School Data</b> (As of 01.09.2021)	<b>Staff</b>	<b>Nursery</b>	<b>Reception</b>	<b>Year 1</b>	<b>Year 2</b>
Total	24	28	46	31	47
In Attendance	24	28	46	31	47

<b><u>Building Space (2m SD)</u></b>	Maximum Capacity	Actual	<b><u>Building Space cont.</u></b>	Maximum Capacity	Actual
<b>Nursery (10.4 X10.30)</b>	(39)	28	<b>Library (5.70 x 6.20)</b>	30	Cleaned between use.
<b>Ducklings (7.40 x 6.10)</b> <b>Wet Area (3.90 x 9.40)</b>	60	46	<b>ICT Suite – including Photocopier</b>	30	Cleaned between use.
<b>Chicks (3.90 x 9.40)</b> <b>Shared Area (6.20 x 5)</b>			<b>Staff Room</b>	30	Year groups to sit in allocated areas.
			<b>Medical Room – Isolation Area</b>		Patient and 1 Member of Staff Only
<b>Ladybirds + Shared Area (5 x 6.60)</b> <b>Wet Area (4.50 x 7.40)</b>	30	31 Homebases for whole class input from 07.06.21 for a maximum of 15 minutes with window open.	<b>LM Room</b>	Not in use	Not in use for pupils Additional Storage
<b>Robins + Resource Shared Area (6.50 x 5)</b>	30	Used for interventions	<b>Headteacher Office</b>	(4)	1
<b>Frogs + Shared Area (6.70 x 5)</b>	30	23 Homebases for whole class input from 07.06.21 for a maximum of 15 minutes with window open.	<b>Assistant Head Office</b>	(2)	1
<b>Dragonflies (5 x 5.64)</b> <b>Wet Area (4.50 x 7.40)</b>	30	24 Homebases for whole class input from 07.06.21 for a maximum of 15 minutes with window open.	<b>SBM / Admin Office</b>	2	2

<b>Hall</b> (9.70 x 12.67)	Bubble at a time and cleaned between use	Cleaned between use. Hall used for assembly (no more than 15 mins)	<b>Playground</b>	Whole School	Year 1 and Year 2
<b>Learning Suite</b> (4.50 X 8.30)	30	Cleaned between use.	<b>Foundation Outside Area</b>	All of EYFS	All of EYFS

Risk Matrix

Probability ↑	Probable	4	8	12	16
	Possible	3	6	9	12
	Unlikely	2	4	6	8
	Remote	1	2	3	4
		Low	Medium	High	Very High
		Impact →			

**Hazard identified**

**The School Building and Grounds Meet Statutory Regulations and School Site is Operational**

Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> </ul>	Review and complete MKC Building and Premises COVID - 19 Checklist (Safeguarding)	<ul style="list-style-type: none"> <li>• Audit undertaken and any risk identified addressed for building-related systems including hot and cold water, gas, fire safety, kitchen equipment, security and access control, intruder alarms, ventilation</li> </ul>	Audit and testing undertaken and risk assessment completed (SR/AB)	6	1	
<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Contractors</li> </ul>	Reduce build-up of bacteria growth	<ul style="list-style-type: none"> <li>• Equipment that holds hot water should be run through at least a full cycle per week.</li> </ul>	Caretaker to check all complete and notify LV via email (SR)	6	1	
	Conducting Site Safety Checks and Review all areas of school are secure and safe. Procedures in place for Fire Evacuation and Re-occupying Building. (Safeguarding and Health and Safety)	<ul style="list-style-type: none"> <li>• The school has been thoroughly cleaned prior to the opening of the school</li> <li>• All entrances and exits to school are functioning and locked.</li> <li>• Walk ways are clear with no identified risks</li> <li>• Security cameras and CCTV in place and fully operational.</li> <li>• Intruder Alarm fully operational</li> <li>• Fire Alarm and Emergency Lighting Tested</li> <li>• Check All Fire Doors are operational and visual check on Fire extinguishers and breakpoints.</li> <li>• Designated areas not in use closed and signage visible.</li> <li>• Health and Safety Walk-around before school re-opens to pupils after adjustments made.</li> </ul>	Caretaker to check all bullets are complete and notify KH/LV via email (SR)  'Not in use' signage checked/produced and attached (LV/MB)  SLT and SR to complete	9	2	

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		<ul style="list-style-type: none"> <li>Staff and pupils aware of Fire Evacuation Procedures, exit fire doors and RE-Occupation Procedures. Appropriate staff aware of school sweep.</li> <li>External play equipment in use on Rota system.</li> </ul>	<p>Policy / Procedure Updated and shared (KH) Signage updated if required.</p> <p>Timetable in place for KS1 Alternate weeks (KH) and daily board.</p>			
	To maintain weekly H&S Testing	<ul style="list-style-type: none"> <li>Complete normal weekly and monthly testing and record using tablet.</li> </ul>	Caretaker to complete all (SR)	9	1	
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	To maintain pupil and adult ratios for pupil safety.  (Safeguarding and Health and Safety)	<ul style="list-style-type: none"> <li>Refer to staff handbook for staff allocations.</li> <li>Limited cross-over between year groups as much as possible.</li> <li>Approaches to absence reporting and recording in place. All staff aware. (see appendix below)</li> <li>Staff ratios will be reviewed daily. If there is not enough staff to operate safely due to illness then internal cover will be used in the first instance to limit use of supply.</li> <li>Cover Plan for School Leaders in Place – If all SLT unable to attend school – school will remain open if a SLT member is able to work from home during self-isolation.</li> </ul>	<p>Staff and Pupil Guidelines (KH)</p> <p>LV/MB to implement correct codes for reporting and notify SLT of any positive cases for daily return to DfE.</p> <p>Absence Policy Updated (KH) and shared with staff and Parents</p>	12	6	
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Contractors</li> </ul>	To maintain food provision for pupils	<ul style="list-style-type: none"> <li>Contact catering company to check operational for September 2021.</li> <li>Full meal service in school. Pupils to eat in school hall which will be cleaned between use by MDS team. Lunch staggered</li> </ul>	<p>St Pauls Catholic School (LV)</p> <p>LV/MB to coordinate with MDS</p>	12	6	

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		<ul style="list-style-type: none"> <li>Food parcels to be provided for FSM pupils remaining at home following confirmed positive case.</li> <li>Risk Assessment provided by catering company for servers</li> <li>Procedures to be confirmed and shared with Staff and Pupils at INSET 03.09.21</li> </ul>	<p>LV/MB to liaise with St Paul's and order when necessary.</p> <p>Staff Communication (KH) INSET 02.09.21</p>			
<ul style="list-style-type: none"> <li></li> </ul>	Maintain enhanced cleaning arrangements, including cleaning frequently touched surfaces often, using standard products such as detergents (5)	<ul style="list-style-type: none"> <li>Additional cleaning at key points throughout the day by Caretaker and year group support staff.</li> <li>Agreement on additional hours and staffing if required.</li> </ul>	<p>SR to wipe toilets once children entered school every morning.</p> <p>Support staff to clean throughout day as per cleaning schedules.</p>	12	3	

<b>Hazard identified</b>	<b>The spread of Covid-19 coronavirus</b>
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Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> </ul>	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus	<ul style="list-style-type: none"> <li>Staff given instruction on what to do if they or someone in their household experiences symptoms;</li> <li>Staff given instruction on what to do if a pupil shows symptoms at school;</li> </ul>	<p>Staff Guidelines (KH)</p> <p>Staff handbook contains flow chart of procedure (KH)</p>	12	3	

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<ul style="list-style-type: none"> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>	<p>(COVID-19) symptoms undertake a PCT test, or who have a confirmed case do not attend school (1)</p>	<ul style="list-style-type: none"> <li>• Any staff / pupils displaying symptoms of coronavirus in school to be sent home; requested to obtain PCR test and follow NHS guidance.</li> <li>• Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms;</li> <li>• Staff/pupils must be tested if they display symptoms of coronavirus; test kits available to school staff / pupils who may have difficulties accessing a test (see criteria sheet)</li> <li>• If a member of staff or pupil tests positive they will be required to self-isolate for 10 days after the first day of symptoms following guidance.</li> <li>• If any Pupils or staff member tests positive for Covid-19 then the H/T or AHT will complete the Local Authority <a href="#">online form</a> . School will seek advice from DfE National Helpline 0800 046 8687 (option 1) and Local Public Health Team <a href="mailto:Public.Health@bedford.gov.uk">Public.Health@bedford.gov.uk</a> if required.</li> <li>• LV/KH to call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any member of staff has tested positive.</li> <li>• Public health advice will be sought if the following threshold is met:               <ol style="list-style-type: none"> <li>1. 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>2. 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period or</li> <li>3. If one pupil or staff member is admitted to hospital with COVID-19</li> </ol> </li> <li>• Teachers will keep table and carpet seating plans where children will always sit to support tack and trace if needed.</li> </ul>	<p>First Aid Policy Update (KH) Parent Handbook updated</p> <p>Parent/Carer Handbook Updated (KH) Letter Template (LV)</p> <p>As part of Letter Template (LV) Test Kit Criteria Sheet</p> <p>If thresholds met SLT to review and reinforce testing, hygiene and ventilation measures already in place and seek additional public health advice.</p> <p>Teachers to save table plan / carpet plan / lunchtime plan on system under <a href="#">curric.docs/2021-22</a> – covid seating plans.</p>			



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		<a href="#">DFE: Stay at Home: Guidance for households with possible or confirmed cases</a>				
	<u>Extremely Clinically vulnerable children and adults:</u>  <u>Shielded children and adults:</u>  <u>Clinically vulnerable children and adults:</u>	<ul style="list-style-type: none"> <li>Shielding is currently paused. In the event of a major outbreak or Variant of Concern (VoC) that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.</li> <li>Children and staff who may be classed as extremely clinically vulnerable or on the SPL to be identified and record kept in case contingency plan is instigated.</li> <li>Individual Staff and pupil risk assessments will be conducted on an 'as required' basis; to include remote learning if restrictions are put in place or change to shielding measures.</li> </ul> <a href="#">GOV.UK:Guidance on Shielding and Protecting</a>	<p>Individual Risk Assessment completed with parent / staff member (KH)</p> <p>Individual Risk Assessment completed with staff member (KH)</p> <p>Parentmail to notify parents/carers to contact school if they fall within any of these categories.</p>	12	3	
	<u>Hygiene measures</u>  Clean hands thoroughly more often than usual (3)  Increased frequency of hand washing for 20 seconds with soap and water (or sanitiser where there is reduced access to	<ul style="list-style-type: none"> <li>Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing; social distancing in toilets</li> <li>Hand hygiene protocols are to be re-visited 06.09.2021 when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</li> <li>Teachers/Adults to ensure that everyone washes their hands at key points throughout the day – at the beginning of the school day, break times, before eating, before leaving school.</li> </ul>	<p>Schol Staff/Parent Guidelines booklet (KH)</p>  <p>Staff to implement 06.09.2021 with children.</p>	16	6	

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	<p>handwashing facilities) (2)</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (4)</p> <p>Maintain Changing Nappy Protocol (7)</p>	<ul style="list-style-type: none"> <li>Provision of hand soap and disposable paper towels in toilets and regular checking of supply;</li> <li>Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);</li> <li>Measures in place for children who may require additional support. Observed washing followed by Hand sanitiser.</li> <li>Hand sanitiser and tissues available in classrooms and other key locations as well as bins with lids. Catch it, bin it, kill it signs by tissue box and bin.</li> <li>teachers to monitor bins and do whatever is possible to keep overflowing to a minimum.</li> <li>Children to wear school uniform.</li> <li>Children will be reminded of the rules around school and encourage them to stay socially distant from other year groups.</li> <li>Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom and their hands must be cleaned afterwards.</li> <li>Regular reminders about 'Catch it, kill it, bin it'</li> </ul> <p>Teaching links</p> <p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes</a></p> <p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands</a></p> <ul style="list-style-type: none"> <li>Follow normal practice providing children showing no symptoms.</li> <li>Use PPE – gloves, disposable aprons.</li> </ul>	<p>Caretaker to stock and replenish (SR)</p> <p>Signage (LV MB) Adults to address multiple time daily (All)</p> <p>Caretaker to stock and replenish (SR) Signage (MB)</p> <p>Adults to address multiple time daily (All)</p> <p>Teachers to have PSHE session on catch it, bin it, kill it within first week.</p> <p><u>Catch it, Bin, It signage</u></p>			

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Safe use of alcohol-based hand gels (adults) and non-alcohol based (pupils) (3)	<ul style="list-style-type: none"> <li>• Sanitiser will be placed in classrooms, only when a sink (with hot water supply and soap) is not available. Pupils and staff will be reminded to wash their hands with hot soap and water at hourly intervals – using hand sanitiser when that is not appropriate.</li> <li>• Hand gel will be placed at main entrance into school – notices displayed to inform visitors to apply gel when entering the building.</li> <li>• Pupils will be instructed to use one small blob only and massage around hand, fingers, thumb for approximately 20 seconds or until completely dry.</li> <li>• Notices will be displayed alongside all hand gel stations.</li> <li>• Pupils will be informed not to put their fingers in their mouths.</li> <li>• Staff members will monitor usage and ensure that a replacement bottle is installed once the existing bottle is empty. Replacement bottles are stored in a secure area</li> <li>• Inform parents of hazards associated with the use of sanitizer and request that they check children’s skin on a daily basis to look for evidence of skin irritations.</li> </ul>	<p>Signage (LV)</p> <p>Parent Handbook (KH)</p>			
	Enhanced cleaning Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach (5)	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at the end of the day; Bleach sprays to be used on surfaces. (Site Cleaning Team)</li> <li>○ More frequent cleaning of rooms and areas that are used by different groups – staff room, main reception area, school hall, ICT suite. Signing sheets to be completed daily. (All staff and Site Cleaning Team)</li> <li>○ Cleaning of frequently touched surfaces throughout the day by Caretaker and support staff within bubbles. Signing sheets to be completed daily.</li> <li>○ Bins for tissues emptied regularly during the day;</li> </ul> </li> </ul>	<p>School Staff/Parent Guidelines booklet (KH)</p> <p>Caretaker to stock and replenish (SR) (Make up cleaning solutions and clearly label)</p> <p>Staff to sign cleaning sheet once cleaned shared area with spray. (All)</p>	16	6	x

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		<ul style="list-style-type: none"> <li>○ Cleaning of play / outdoor equipment between key stages if needed within 48 hours;</li> <li>○ Cleaning of VDU, IWB, technology daily.</li> <li>○ Lunch tables cleaned between groups by support staff and MDS; All lunches will be eaten in school hall. MDS will bring meals to tables.</li> <li>○ Removal of unnecessary items from learning environments;</li> <li>○ Rotate equipment allowing them to be left unused out of reach for a period of 48 hours (72 hours for plastics) if needed cross key stage.</li> <li>○ Clean regularly used resources and hang out to dry in washing bags.</li> <li>○ Reading books to be sent home. On return to be placed in a quarantine box for a period of 48 hours before being re-shelved.</li> <li>○ Anti-bac wipes to be used on printers, devices where shared use. Please use provided hand sanitiser before and after use of equipment and wipe with cleaner next to equipment.</li> <li>● Additional protocols, including provision of PPE, will be followed for cleaning any area – gloves, aprons.</li> <li>● Regular checks on cleaning and cleaning action sheets are carried out by identified person on site each day.</li> <li>● Deep clean of all areas will be carried out at the end of each day. (Site Cleaning Team)</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Teacher to wipe equipment daily.</p> <p>Homebase sides cleared daily for cleaning. (Teachers)</p> <p>Review and amend cleaning check sheets (MB/SR)</p>			

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	<p>Minimising Contamination following possible or confirmed case through effective cleaning. (1,3,5, 8,11,12)</p>	<p>Enhanced cleaning protocols are in place in line with Government guidance. To include the following:</p> <ul style="list-style-type: none"> <li>• Area will be deep cleaned following any known contamination outbreak. (a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.))</li> <li>• PPE to be worn before entering the area – minimum of disposable gloves and apron. Hands washed for at least 20 seconds following removal of gloves.</li> <li>• Area cleaned and disinfected in line with cleaning protocol including high contact areas</li> <li>• All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</li> <li>• Wash launderable items</li> <li>• Waste double bagged and stored securely for at least 72 hours before being disposed of.</li> <li>• Advice sought from Public Health England and MKC</li> <li>• If outcome positive then Headteacher to contact PHE and close contacts to obtain PCR test.</li> <li>• Arrangements for accessing testing, if and when necessary, are in place.</li> <li>• Staff are clear on returning to work guidance.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Cleaning staff aware of cleaning procedures (SR)</p> <p>Staff trained in using PPE (KH/SR)</p> <p>Cleaning Protocol – Staff Guidelines booklet (KH)</p> <p>Parent Letter (LV)</p> <p>Testing Arrangements and Timeline – Staff Handbook (KH)</p>	16	2	x

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Minimising cross Contamination when administering medication or first aid. (6,8)	<ul style="list-style-type: none"> <li>A supply of face masks, gloves, aprons will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</li> <li>Each Year group will be provided with appropriate first aid kits to treat minor accidents in areas.</li> <li>Major incidents will be dealt with in the Medical Room by the designated paediatric first aiders.</li> <li>Additional training needs on the use of PPE identified with individual staff and training scheduled to take place for any new staff members.</li> </ul>	<p>Stock levels checked (MB/LV)</p> <p>Re-stock first aid kits (KG)</p> <p>Medical Procedure Update (KH)</p> <p>Staff Guidelines (KH)</p>	9	6	x
	Isolation Room for suspected cases (1,8,9,10,11,12)	<ul style="list-style-type: none"> <li>Current Medical Room to be used for Isolation Space</li> <li>All equipment necessary to support needs of pupil or staff member with symptoms.</li> <li>Parent / Next of Kin contacted immediately to collect.</li> <li>Headteacher notified straight away.</li> <li>Member of staff from Year group and suspected pupil only allowed in isolation room. Door to be closed</li> <li>Handwash and Hand sanitiser available at sink.</li> <li>Follow cleaning procedures for suspected case.</li> <li>Disabled toilet in main reception – only to be used for isolation room.</li> </ul>	<p>Check Medical Room (KG)</p> <p>Signage on door – isolation room – do not enter.</p> <p>Stock levels (SR)</p> <p>Signage on disabled toilet (LV)</p>	16	6	x
	Maximising ventilation (7)	<ul style="list-style-type: none"> <li>Windows opened at start of day by Caretaker and doors open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> </ul>	<p>Signs to be placed on doors that are not to be propped open (LV/SR)</p>	6	2	x

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Minimise contact between individuals and maintain social distancing wherever possible (1,6)	<p>Although the requirements have removed the need for bubbles, the promotion of socially distancing and limited the contact between year groups/key stages will help to reduce the spread of COVID-19. Therefore the following practices have been put in place:</p> <ul style="list-style-type: none"> <li>• One-way circulation in corridors; - Children’s movements limited to only when timetabled to move.</li> <li>• Staggered start/finish to school day. Parents to drop children at year group door. One way system in place to exit behind pencils.</li> <li>• Staff to use allocated toilet (EYFS – Nursery toilet, Year 1 – Staff disabled toilet, Year 2 Middle toilet, Office End toilet) and to wipe toilet after use. Viricidal cleaner in toilets.</li> <li>• PPA with visiting teachers for PE and Music. Staff member will work with designated year group for the term.</li> <li>• Limited use of shared resources and prevention of sharing stationery and other equipment where possible; pupils have own pencils, whiteboard pens and boards and other resources they use regularly.</li> <li>• Consistent groupings of staff/pupils wherever possible with minimal mixing;</li> <li>• Conducting classroom activities outdoors where possible</li> <li>• Reduction of unnecessary travel – timetable travel only.</li> <li>• Emergency evacuation procedures reviewed and shared with children – Fire evacuation</li> <li>• If children need to be seen the HT or a member of the SLT they will arrange to speak to the child in a suitable area promoting social distancing.</li> </ul>	<p>Staff and Pupil Guidelines (KH)- Circulation Plan, access arrangements, drop off / collection, break times, lunchtimes, staff breaks, staff room arrangements, Toileting arrangements, Group arrangements, emergency evacuation.</p> <p>Timetabling Break and Lunchtime (KH)</p> <p>Staff Break Timetable (RD)</p> <p>PPA Guidelines and Remote Learning Guidelines (KH)</p> <p>Parent Handbook (KH)</p> <p>Table positions to be saved on system (Teachers)</p> <p>Fire Evacuation drill w/c 06.09.21 (KH)</p>	16	6	x

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done								
		<ul style="list-style-type: none"> <li>Groups (bubbles) will be re-established following the contingency plan if there is any outbreak within the school. .</li> </ul> <table border="1" data-bbox="656 408 1205 715"> <tr> <td>Bubble 1</td> <td>Nursery Class Reception Class</td> </tr> <tr> <td>Bubble 2</td> <td>Year 1 Classes</td> </tr> <tr> <td>Bubble 3</td> <td>Year 2 Class</td> </tr> <tr> <td>Bubble 4</td> <td>Office Staff</td> </tr> </table>	Bubble 1	Nursery Class Reception Class	Bubble 2	Year 1 Classes	Bubble 3	Year 2 Class	Bubble 4	Office Staff				
Bubble 1	Nursery Class Reception Class													
Bubble 2	Year 1 Classes													
Bubble 3	Year 2 Class													
Bubble 4	Office Staff													
	Promoting Social distancing in Groups (Bubbles)	<ul style="list-style-type: none"> <li>Use outdoor learning spaces where possible</li> <li>Whole class / group teaching to be no more than 20 minutes) in home bases. Windows and curtains open.</li> </ul>	Planning completed with learning activities which promote social distancing where possible (Teachers)  Classroom areas set up (All)	16	4	X								
	Consideration given to what activities are more difficult/ not possible to be undertaken with social distancing in place.	<ul style="list-style-type: none"> <li>PPA arrangements will continue with visiting teachers staying in Year group for the term.</li> <li>Singing to take place, however will be reduced if increased cases. If indoors use larger room to allow dilution of aerosol transmission.</li> <li>Use of Instruments – Pupils and staff should wash their hands before and after using instruments. Avoid sharing instruments where possible. (See PPA Music Risk Assessment)</li> <li>PE – Outdoor PE will take place in the Autumn term wherever possible.</li> </ul>	Emily Forester – Risk Assessment	16	3	X								



Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		Indoor PE - windows will be opened maximising natural airflow. Extra care given to cleaning and hygiene.				
	Promoting positive behaviour and following safety guidelines. (6,7)  (Safeguarding and Health and Safety)	<ul style="list-style-type: none"> <li>Behaviour policy updated taking account of any updated safety measures.</li> <li>Measures in place for children who may require additional support.</li> <li></li> </ul>	Behaviour Policy Updated and shared with all (SLT)  Part of EHCP or CCR (RD and members of staff)	6	3	X
	<u>PPE</u>  Normal supply of PPE will be maintained and disposed of accordingly. (8)  In line with government guidance, face coverings are not recommended universally for Primary Schools for staff and pupils (2)	<ul style="list-style-type: none"> <li>A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</li> <li>Pupils will not wear face coverings whilst in school.</li> <li>Face shields/masks may be worn within classroom areas if staff choose to. If wearing a face shield a covering must also be worn.</li> <li>Additional training needs on the use of PPE identified with individual staff and training scheduled to take place if required.</li> <li>PPE will not be provided to children in line with Government guidance.</li> <li>Used PPE and any disposable face coverings that staff, children, visitors arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless</li> </ul>	Update Staff and Pupil Guidelines (KH)  Maintain stock levels (LV)  PPE guidance in Staff Handbook  Staff to request re-training from SBM if needed (LV)	9	2	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		<p>the wearer has symptoms of coronavirus, in line with the <u>guidance on cleaning for non-healthcare settings</u>.</p> <ul style="list-style-type: none"> <li>Any homemade non-disposable face coverings that children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> <li>Where face coverings become damp, they should be removed, disposed of and replaced with a new one.</li> </ul>				
	Reducing face-to-face contact between staff, pupils and visitors	<ul style="list-style-type: none"> <li>Access into school is by appointment and will be limited. All communication is via e-mail or telephone only in the first instance. If children need collecting from school then the child will be taken out of the school building to the parent maintaining social distancing rules.</li> <li>Website updated on front page to make it clear to parents/visitors that school is by appointment and they must telephone first. State that nobody can enter the school with symptoms and should get tested if they have symptoms</li> <li>Face-to-face meetings between staff and between staff and visitors/pupils to take place outside where possible and by appointment when in the building.</li> <li>Electronic system Parent Cloud in place to support virtual meetings with parents/carers</li> <li>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</li> <li>Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> </ul>	<p>Update Staff and Pupil Guidelines (KH)</p> <p>Comms to parents.</p> <p>Update website (LV/KH/MB)</p> <p>Any meetings in school building to be added to main school electronic diary.</p>	12	2	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		<ul style="list-style-type: none"> <li>Contractor visits are only scheduled outside school that pupils are in attendance. They must provide a risk assessment to school before attendance.</li> <li>WRAP Around clubs / Breakfast Club will continue to support working parents.</li> <li>Specialist services will continue - speech therapists, sports coaches, music teachers etc.</li> <li>Breakfast Club area will be divided into two areas to enable children to stay within Key Stages.</li> <li>After school clubs will start from Term 1 to support working parents and enrichment.</li> <li>Staff responsible for signing in/out will be through verbally notifying LV/MB who will record in signing sheet. A separate sheet will be kept for any visitors. Lanyards will not be issued for hygiene reasons, however will be accompanied by SR/ MB whilst on site.</li> <li>Deliveries will be only accepted at in the main car park. Signage notifies driver of process. All deliveries to be signed for by driver. Office staff only to receive delivery. Gloves to be worn and packaging disposed of straight away.</li> </ul>	<p>Arrangements shared with parent/carer via parentmail (MB)</p> <p>Laminated staff signing in sheet. (MB)</p> <p>Visitor signing in (MB)</p> <p>Signage for door and office window</p>			
	Social distancing in school offices and communal spaces	<ul style="list-style-type: none"> <li>Offices only to be entered by office user. All other members of staff to remain at office door.</li> <li>Staff required not to share workstations, telephones, or other equipment unless properly sanitised between users;</li> <li>Staff room - observe social distancing as much as possible; year groups to sit in allocated areas. All appliance handles cleaned daily. Staff have option to wear face covering if they wish.</li> <li>Members of Staff to have own mug which they re-use. Staff Wash up in own items used and put away or use dishwasher.</li> <li>Reception staff instructed on how to deal with deliveries safely.</li> </ul>	<p>Signage for visitors (LV)</p> <p>Review Protocol established (LV)</p>	12	2	X

Who might be harmed and how?	Measures to control the risk (number linked to Government Control measures)	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Monitoring	<ul style="list-style-type: none"> <li>Management checks to be undertaken weekly on the control measures in place and reported back to [the headteacher];</li> <li>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>	Spot checks to take place and reported (SLT) Staff Guidelines (ALL)			X

<b>Hazard identified</b>	<b>Staff/Pupil Wellbeing, Safeguarding and Emotional Distress to Staff, Pupils and Parents</b>
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Who might be harmed and how?	Measures to control the risk (number linked to Government measures)	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> </ul>	Communication clear and effective of plans, procedures and timetables. (1,2,3,4,5,6,7,8,9,10, 11,12)	<ul style="list-style-type: none"> <li>School Opening briefing</li> <li>Risk Assessments and Key Guidelines shared with all staff and on website. Staff to offer suggestions or areas for consideration to Headteacher if concerns.</li> </ul>	02/03.09.21 (KH) INSET Safesmart and to read and understood by all (KH/LV)	16	3	X
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / governors</li> </ul>	Provide staff with opportunities to talk about feelings, emotions and experience's daily and access to services.	<ul style="list-style-type: none"> <li>Regular opportunities to speak about thoughts / feelings and procedures</li> <li>Consider and implement suggestions made</li> <li>Support individuals when need arises</li> <li>Mental Health First Aider available Wednesday after school for staff members</li> </ul>	Staff Guidelines (KH)  MB available	12	4	X

Who might be harmed and how?	Measures to control the risk (number linked to Government measures)	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	(Safeguarding and Health and Safety)	<ul style="list-style-type: none"> <li>Posters displayed in the staff room to include support lines – stress and bereavement counselling</li> <li>The staff room will be laid out in year groups.</li> </ul>	Support Lines Poster (KH)			
	Provide opportunities for pupils to talk about feelings, emotions and experience's daily. (1,2,3,4, 5, 6, 7)  (Safeguarding)	<ul style="list-style-type: none"> <li>Planned well-being support / lessons</li> <li>Daily wellbeing sessions e.g. relax kids, Zen Den, RP's <b>which must take place</b></li> <li>Pupils aware of behaviour rules and safety expectations.</li> </ul>	Teacher Planning (Teachers)	12	4	X
	Approach to preparing pupils for a return to new academic year and COVID- plans.	<ul style="list-style-type: none"> <li>Regular discussion with children</li> <li>Assessments carried out in first two weeks to baseline children.</li> <li>Plans in place for EHCP / CCR / PP and vulnerable pupils where needed.</li> <li>Behaviour policy and rules shared with all.</li> <li>Visual timetables displayed.</li> <li>Carefully plan for the additional catch-up funding to support pupils and families requiring additional support.</li> </ul>	All staff to implement.  Catch up funding plan (SLT)	8	2	X
	Approach to supporting wellbeing, mental health and resilience, including bereavement support.  (Safeguarding and Health and Safety)	<ul style="list-style-type: none"> <li>Bereavement Support available through Educational Psychology team if needed.</li> <li>Wellbeing plan as part of School Development Plan</li> </ul>	Teachers to plan for daily well being and PSHE activities. (Teachers)	12	4	X

Who might be harmed and how?	Measures to control the risk (number linked to Government measures)	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
	Consideration of the impact of COVID19 on families	Identify families who may fall into the following criteria and offer support and guidance. <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care and other support</li> <li>PPG/ vulnerable groups</li> </ul>	MyConcern updated by all staff when arises	12	6	X
<ul style="list-style-type: none"> <li>Pupils</li> <li>Parents</li> </ul>	Review all open safeguarding cases and current procedures (Safeguarding)	<ul style="list-style-type: none"> <li>Review safeguarding policy to include any updates</li> <li>Review plans and actions with CSC / CFP's</li> <li>Continue weekly welfare checks with non-attending pupils and families who are categorised as CEV. .</li> </ul>	Update safeguarding addendum / Child Protection Policy (KH)  Review vulnerable list and update (SLT)	9	6	X

<b>Risk Assessment</b>	<b>Governance</b>
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Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / governors</li> </ul>	Fully operational and meeting statutory requirements.	<ul style="list-style-type: none"> <li>Prioritise meetings and decisions that need to be taken</li> <li>Governors are clear on their role in the planning and re-opening for start of academic school year.</li> </ul>	New meetings scheduled (JH/KH)  Read and Ratify Risk Assessment 06.09.21	4	2	X

Who might be harmed and how?	Measures to control the risk	How are you controlling this risk?	Actions to address to take control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		<ul style="list-style-type: none"> <li>• Governors are clear on their role in providing support to leaders in the current situation.</li> <li>• School leaders are clear on what governors need to know and how frequently they receive information.</li> <li>• Face to face governing body meetings to resume for the Autumn Term</li> </ul>				

### Rapid Testing for Staff – Lateral Flow Device Testing

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p>COVID- 19 Spreading within the school community.</p> <p>Lack of Awareness</p>	<ul style="list-style-type: none"> <li>• School staff are following the procedures already set out in protective measures risk assessment which follows Government recommended control measures.</li> <li>• COVID Coordinator and Registration Assistant attend Gov.uk webinars</li> <li>• Optional LFD testing will re-commence for school from Monday 30<sup>th</sup> August and will reoccur bi-weekly on a Monday and Thursday morning until at least the end of September. Staff taking part will take these tests at home and will only commence work onsite if the result is <b>negative</b>.</li> <li>• Staff LFD results to be recorded by individual members of staff using government and school electronic reporting form. This will support identifying staff with positive results for contact tracing, managing stock and distribution.</li> <li>• This will be kept securely on one single register which will be a protected file and only accessed by the following people: Covid Coordinator – Kirk Hopkins, Lyndsay Vale Covid Registration Assistant – Lyndsay Vale, Amanda Birdseye</li> <li>• Staff who report a positive LFD result are expected to book a Polymerase Chain Reaction</li> </ul>	<p>Update risk assessment (KH)</p> <p>Watch webinars 18.01.21, 19.01.21 (KH.LV)</p> <p>Record delivery of LFD test (LV) when needed.</p> <p>Store tests securely (KH)</p> <p>Electronic reporting template (KH) visiting staff to email (LV)</p> <p>Store excel file securely on system with password protection (LV)</p> <p>COVID coordinator and Registration Assistant aware of role and materials from NHS / Government 21.01.21 (KH, LV)</p> <p>Staff handbook to notify of process with links to LFD test booklet and outcomes 03.09.21 (KH)</p>	16	8	



Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		(PCR) test, self isolate and report results to Headteacher.				
	Communication with Staff	<ul style="list-style-type: none"> <li>• Summer e-mail and INSET to inform all staff of testing process for staff in Primary Schools.</li> <li>• Staff to complete opt in/out form. Visiting staff to email LV.</li> <li>• Staff Handbook written containing all information, guidance and procedures. Version for visiting staff with amendments.</li> <li>• Staff aware of rationale and testing process through reading Oldbrook Staff Lateral Flow Device Testing Handbook which includes: <ul style="list-style-type: none"> <li>- Rationale, how to guides and video of how undertake the test</li> <li>- Reporting requirements</li> <li>- Process of who to contact including for positive and void tests.</li> </ul> </li> <li>• All staff members to attend LFD staff information meeting including school and test procedures so whole school team aware.</li> <li>• Staff LFD results to be recorded by individual members of staff using electronic reporting form.</li> </ul>	<p>Staff Teams Meeting 03.09.21(KH)</p> <p>Staff members to complete form by 25.01.21 (All Staff)</p> <p>Write Staff Booklet and Check contents 21.01.21 (KH, LV)</p> <p>e-mail containing all information to be sent to staff 23.01.21 (KH)</p> <p>Staff Information and Procedure Session 25.01.2021 (All Staff)</p> <p>Staff to record on a Monday and Thursday morning (All)</p> <p>e-mail reminder scheduled for Monday and Thursday with links to reporting forms 28.01.21 (KH)</p>	16	1	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		<ul style="list-style-type: none"> <li>Staff members read the privacy notice and aware of the use of data.</li> <li>Staff aware of when and how test kits will be distributed.</li> </ul>	<p>Sign to acknowledge and agree with privacy notice on Test Kit Log 28.01.21 (All)</p> <p>Update Test List Log with additional columns 25.01.21 (LV)</p> <p>Collection information shared with staff at briefing session 25.01.21</p>			
	Low Staff Uptake in testing	<ul style="list-style-type: none"> <li>Tests are optional for staff. They are not mandatory.</li> <li>All information will be provided so that members of staff can make an informed decision.</li> <li>Opportunities for staff to ask questions at all sessions.</li> </ul>	<p>Staff Information and Procedure Session 25.01.2021 (All Staff)</p>	16	4	
	Tests stored correctly, stocks managed and collection managed in a safe way.	<ul style="list-style-type: none"> <li>Tests to be securely locked away in Headteachers office at all times to prevent unauthorised access.</li> <li>Test kits to be stored in a cool, dry place at a temperature between 2 and 30 degrees.</li> <li>The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</li> <li>Headteacher will make stock available to Registration Assistants at the time of distribution.</li> <li>Collection of tests will be staggered by Year group bubbles on 27.01.21</li> </ul>	<p>Ensure tests are securely locked away before and after distribution 27.01.21 (KH) and stock monitored (LV)</p> <p>Ensure storage and temperature 27.01.21 (All staff)</p> <p>LV/AB to collect tests from KH on 28.01.21</p> <p>Collection timetable in presentation to staff and on communication board 22.01.21 (LV)</p>	12	2	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		<ul style="list-style-type: none"> <li>When collecting tests, staff members to promote social distancing, wear appropriate face covering, hand sanitise before collecting and signing and maintain distance.</li> </ul>	<p>Staff notified in collection email of process 22.01.21 (LV)</p>			
<ul style="list-style-type: none"> <li></li> </ul>	Lack of Staff Reporting	<ul style="list-style-type: none"> <li>Staff aware of reporting procedures and reminders with links set on day of tests.</li> <li>Staff know to report Void, Double Void and Positive test outcome directly to headteacher and Assistant Head if Head uncontactable as well as completing either online or by telephone as per the instructions in the home test kit.</li> <li>Negative test results are recorded on electronic forms.</li> </ul>	<p>Staff information and procedure session 25.01.21 and notification events setup with links to forms (KH)</p> <p>Staff to notify (All) Bi-weekly of test outcome V, DV, +ve</p>	16	4	
<ul style="list-style-type: none"> <li></li> </ul>	Tests are undertaken incorrectly causing false readings.	<ul style="list-style-type: none"> <li>Covid Coordinator and Registration Assistant has undertaken relevant training and informed staff of how to access the training video/documents prior to taking part in testing.</li> <li>Staff informed to discard instructions in test kits and issued updated instructions (dated 15.01.221) when collecting tests. Staff will sign to say they have received updated instructions.</li> <li>Staff will follow step by step instructions including preparation steps as set out in 'Your step-by-step guide for COVID-19 Self-Testing' (Version 1.3.2)</li> </ul>	<p>Staff information and procedure session 25.01.21 and handbook sent containing links to all documents and videos 23.01.21 (KH)</p> <p>Registration Assistants to ensure updated leaflets are given with each set of tests and signed for 27.01.21 (LV. AB)</p>	16	4	

Who might be harmed and how?	Risk Focus	How are you controlling this risk?	Actions to address to control the risks? (initials in brackets)	Risk Level Before Controls	Risk Level After Controls	Done
		<ul style="list-style-type: none"> <li>Opportunities for staff to feedback on testing process periodically.</li> <li>If test if void, staff member to undertake a new test. If 2 void tests, staff member to contact Headteacher and book a PCR test.</li> <li>If a number of tests are giving void results, or are damaged/leaking staff member to report.</li> </ul>	<p>Registration Assistant to communicate fortnightly via e-mail (LV)</p> <p>All staff bi-weekly if this occurs</p>			
<ul style="list-style-type: none"> <li></li> </ul>	Lack of Incident Reporting	<ul style="list-style-type: none"> <li>Staff and COVID Coordinator follow Incident Reporting process by raising a 'yellow card'</li> </ul>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;"><b>Schools</b></p> <p><b>Incidents</b></p> <p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, <b>if there seems to be repeated or similar issues</b> (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.</p> <p>DHSC/MHRA may require the school to provide more information if further investigation is required.</p> <p><b>Learning and improving</b></p> <p>To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> </div> <div style="width: 45%; background-color: #f0f0f0; padding: 5px;"> <p style="text-align: center;"><b>Individuals</b></p> <p><b>Clinical issue</b></p> <p>If there is a clinical incident which led or has potential to harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>. <b>This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</b></p> <p><b>Non-clinical issue</b></p> <p>For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</p> <p><b>Inform school</b></p> <p>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</p> </div> </div>	16	3	

## Attendance Guidelines and Protocols for Blended Learning

Guidance		Staff Attendance		
Scenario	Attendance	Outcome	Actions to address to take control the risks?	Pay and Conditions
<b>Staff with confirmed Covid-19 Virus</b>	<b>Must NOT attend work</b>	<p>Self-isolate for 10 days from the day after the symptoms started or the test date if they did not have any symptoms but have had a positive test. Household members to self-isolate for the next 10 full days unless they are fully vaccinated or are under 18 year and 6 months of age.</p> <p>If after testing positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p>	<p>If you are notified by NHS Test and Trace of a positive test result you must complete your full isolation period, except for certain situations where you had an <a href="#">assisted LFD test which was followed up by a negative PCR test</a>. Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.</p> <p>Staff member should obtain an <a href="#">isolation note</a> and submit a copy to the school. This will be kept on the staff members personal file.</p> <p>Staff member should notify the school when they are fit to return to work.</p> <p>Staff member to engage with the NHS track and trace process.</p> <p>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.</p> <p>People who live in the same household as someone with COVID-19 can also take a PCR test, as they are at higher risk of being infected even if they do not have symptoms.</p>	Contractual sick pay under contract of employment.
<b>Staff showing symptoms of Covid-19</b> <a href="#">Self-isolation advice</a>	<b>Must NOT attend work and <a href="#">book a test</a></b>	Self-isolate until test results available. If negative and feel well and no longer have symptoms similar to coronavirus can stop self-isolating and return to work.	<p>If unable to work from home, staff member should obtain an <a href="#">isolation note</a> and submit a copy to the school. This will be kept on the staff members personal file.</p> <p>Staff member able to return to work once results obtained unless it is confirmed that they have contracted the virus.</p>	If working from home, paid as normal. If not, classed as absent under the “contact with infectious diseases provisions” under the Terms and Conditions for Teachers and Support Staff (Burgundy and Green Books).

Guidance		Staff Attendance		
Scenario	Attendance	Outcome	Actions to address to take control the risks?	Pay and Conditions
<b>Staff living with someone who is showing symptoms of coronavirus</b>	Must attend work unless results are positive and staff member to take PCR test.	From 16 August, if you are fully vaccinated or aged under 18 years and 6 months <a href="#">you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19.</a>	Staff member to notify Headteacher.  Member of staff to self-isolate if they are not fully vaccinated for 10 days following the start of symptoms of the household member.	The provisions for each are slightly different: <ul style="list-style-type: none"> <li>• Burgundy Book – sick pay in line with their contractual entitlement*</li> <li>• Green Book - normal pay (not sick pay)</li> </ul>
<b>Staff who fall into the clinically <u>extremely</u> vulnerable group and have received a further shielding letter from the NHS</b> Link: <a href="#">shielding</a>	Attend work. There is no requirement for shielding at this time.	Dependant on change in shielding guidance and clinician letter.	Staff members within this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield.  Staff member should talk to Head teacher about how they will be supported, including to work from home where possible, during the period of national restrictions. A risk assessment will be completed.	*NB sick pay in these circumstances is not counted for any future sickness entitlement and for most will be full pay.
<b>Staff living with someone in the <u>extremely</u> clinically vulnerable or clinically vulnerable group</b>	Should attend work <a href="#">Shielding Guidance</a>		Staff member must follow school risk assessment and procedures.	Pay as normal if attending work. Otherwise pay in accordance with conditions as above.
<b>Staff living with front line NHS workers</b>	Should attend work		Follow normal school procedures and measures.	N/A
<b>Staff returning from long term sickness absence during lockdown.</b>	Should attend work following return to work meeting with the Headteacher.		School will risk assess current role and context. If staff member becomes unfit to work, they must follow normal sickness absence reporting and certification requirements.  If staff member is on phased return, it will be necessary to review current position and in agreement, adjust work accordingly.	Pay as normal

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control the risks?
<b>Pupil with confirmed Covid-19 Virus</b>	<b>Must NOT attend school</b>	Self-isolate for 10 days from the day after the symptoms started or the test date if they did not have any symptoms but have had a positive test.	<p>Parent must contact school to report absence. Pupil to be absent for 10 full days after the symptoms started.</p> <p>Household members should self-isolate for 10 full days after the initial symptoms or positive test days unless they are fully vaccinated or are under 18 year and 6 months of age.</p> <p>Parent to contact school before returning to asses risk. School to contact PHE HPT 0300 303 8537 School to notify the <a href="#">local authority</a> Staff / Pupils who have been in close contact with the person who has tested positive to take PCR test. Close contact means:</p> <ul style="list-style-type: none"> <li>• A class</li> <li>• A friendship group</li> <li>• A small teaching group.</li> </ul> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms and testes positive.</p> <p>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).</p> <p>Remote education will be provided from day 1 via a blended learning approach using Oak Academy.</p> <p>SLT to seek Public health advice for any of the following measures:</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p>

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control the risks?
			10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period Pupil admitted to hospital due to COVID-19.
<b>Pupil showing symptoms of Covid-19</b> <a href="#">Self-isolation advice</a>	<b>Must NOT attend school</b>	<b>Pupil must be tested – PCR Test</b>  Self-isolate until test results available. If negative and feel well and no longer have symptoms similar to coronavirus can stop self-isolating and return to school.	Parent must contact school to report absence. Pupil to be absent until test results are available. If negative child to remain at home if unwell.  If positive child to self-isolate for the next 10 full days after the symptoms started and remote education will be provided from day 1 via a blended learning approach using Oak Academy. Household members must self-isolate for 10 days unless they are fully vaccinated or under the age of 18 years and 6 months. Parent to contact school before returning to asses risk.
<b>Pupil showing symptoms of Covid-19 whilst at school</b>	<b>Must be sent home from school</b>	<b>Pupil must be tested – PCR Test. If positive follow procedures above.</b>	Parent to be contacted to collect pupil Parent to book test. School to provide testing kit if concerns that parent will have difficulty accessing a test. If negative pupil to remain at home until symptoms have gone and feeling well. If positive outcome pupil to self-isolate for the next 10 full days. If sibling becomes un-well during this time they will need to take a PCR test and self-isolate until results obtained. Remote education will be provided from day 1 via a blended learning approach using Oak Academy. School to contact PHE HPT 0300 303 8537 School to notify the <a href="#">local authority</a>
<b>Pupils who fall into the clinically extremely vulnerable group and have received a shielding letter from the NHS</b> <b>Link: <a href="#">shielding</a></b>	Attend school. There is no requirement for shielding at this time.	Dependant on change in shielding guidance and clinician letter.	Children whose doctors have confirmed they are still clinically extremely vulnerable are advised to attend school. Parents must notify school of any medical condition that falls within the vulnerable categories.  If guidance changes then school will to make appropriate arrangements for their education to continue at home through remote learning.  Parent to contact headteacher to undertake risk assessment if guidance changes.
<b>Pupil living with someone in the extremely clinically</b>	Must attend school <a href="#">Shielding Guidance</a>		



Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control the risks?
<b>vulnerable or clinically vulnerable group</b>			
<b>Household member with confirmed Covid-19 Virus</b>	Pupil must attend school unless they are displaying symptoms of COVID-19.	If pupil displays symptoms then take PCR test.	Parent must contact school to report confirmed case. Household member must not attend school site and self-isolate for 10 days after symptoms started. If pupil develops symptoms they must obtain a test and if positive start a further full 10 days isolation from the day after their symptoms started.
<b>Household member showing symptoms of Covid-19</b> <a href="#">Self-isolation advice</a>	Pupil must attend school unless they are displaying symptoms of COVID-19.	If pupil displays symptoms then take PCR test.	Parent must contact school to report confirmed case. Household member must not attend school site and self-isolate for 10 days after symptoms started. If pupil develops symptoms they must obtain a test and if positive start a further full 10 days isolation from the day after their symptoms started.
<b>Returning from visiting another country.</b>	Dependant on country travelling from. Please check up to date list <a href="#">here</a> and telephone school on 012908 604689 before returning.	Please contact school on 01908 604689 before returning your child to school.	Please refer to guidance <a href="#">here</a> . Notify school that you have returned to England via telephone or email and provide confirmation of route of travel, dates, times and proof of travel.