

## Squirrel Hayes First School

1. Section/Service/Team Squirrel Hayes First School Assessor(s) Mrs Linda Oakes & Mrs Erica Pickford

2. Description of Task/Activity/Area/Premises etc. ... **COVID 19 Risk Management - Full School Opening 1<sup>st</sup> September 2021**

**06.01.2022 (V9)**

*The following Risk Assessment details the protective measures implemented to address COVID-19. In writing this Risk Assessment consideration has been given to the 'Schools COVID-19 Operational Guidance updated 27<sup>th</sup> August 2021 and Local Authority Guidance. Locality information and current individual needs of the school and its community have also been considered. It is to be reviewed as an on-going working document and is to be read in conjunction with and supported by the school's 'Educational Setting Outbreak Management Plan'.*

*Detailed below is the school's planned phased response detailing measures in place for the Autumn Term 2021, Spring Term 2022 onwards and in response to an 'outbreak'. When planning this approach great consideration has been given to not only COVID-19 measures but the need for a phased re-integration of previous timetabled aspects of everyday school life, to support the social and emotional well-being of the school's learning community.*

***Information detailed in the blue sections of the Risk Assessment indicate additional protective measures which will be introduced in response to Staffordshire Local Authorities & Local Outbreak Team recommendations -due to increased COVID-19 cases and transmission rates in Staffordshire & Staffordshire Schools.***

***Information detailed in the orange sections of the Risk Assessment indicate additional protective measures which will be introduced if the school has a confirmed positive case but not identified as an outbreak.***

***Information detailed in the green sections of the Risk Assessment indicate additional protective measures which may be considered and introduced if the school has an 'Outbreak' or is advised to introduce further 'protective measures' for an identified time period by the LA, PHE or the Government.***

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#risk-assessment>

Response Stage	Level Autumn Term 2021 & Spring Term 2022	Key Risk/Hazard Present
<p>Full School Opening from the 1<sup>st</sup> September 2021</p> <p>(Spring Term 2022 Protective Measures)</p>		<p><b>Exposure to COVID-19</b></p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>The Delta variant is now a main strain and transmission is much more rapid than previous COVID-19 strains.</p>
<p>'Additional Protective Measures' if confirmed case in school (not identified as an outbreak)</p>		<p><b>Additional Risk of Exposure to COVID-19 due to a positive case confirmed in school. (This may impact upon one or more class groups)</b></p>
<p>Additional protective Measures recommend by the Local Authority due to increased rates in Staffordshire Schools and local area</p>		<p><b>Additional Risk of Exposure to COVID-19 due to increased rates of transmission and cases with Staffordshire and Staffordshire Schools.</b></p>
<p>'Stepped Up' Protective</p>		<p><b>Additional Risk of Exposure to COVID-19 due to an 'Outbreak' in school or in the local area.</b></p>



<p><b>*Spread of infection through close contact between colleagues, pupils, and visitors</b></p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>• Anyone who meets any of the following COVID-19 criteria are informed not to come into school: <ul style="list-style-type: none"> <li>○ Have one or more of the COVID-19 symptoms (These include the additional symptoms such as headache, sore throat and runny nose for the Delta/Omicron variant)</li> <li>○ Have had a positive test result.</li> <li>○ Required to Quarantine.</li> </ul> </li> <li>• <u>Following National Guidance and Guidance from Staffordshire's Local Outbreak Team</u> The schools community are informed that as of the 14<sup>th</sup> December 2021 adults who are fully vaccinated and all children between 5 – 18 years and 6 months identified as a contact of someone with COVID-19 are advised to: <ul style="list-style-type: none"> <li>○ Complete Lateral Flow Tests for 7 days</li> <li>○ Undertake a PCR test on day 2</li> <li>○ Can attend school/work providing PCR and LFTS results are negative.</li> </ul> <ul style="list-style-type: none"> <li>- Daily testing of close contacts applies to all contacts who are <ol style="list-style-type: none"> <li>a) (fully vaccinated adults – had 2 doses of an approved vaccine)</li> <li>b) (people who are unable to get vaccinated for medical reasons)</li> <li>c) (people taking part in an approved clinical trial for the COVID-19 vaccine).</li> </ol> </li> </ul> </li> <li>• Pupils under 5 are to get a PCR test if identified as a contact of someone with COVID-19. Family around the child are to Lateral Flow Test for 7 days.</li> <li>• Anyone who has had contact with someone who has COVID-19 are advised to get a PCR test to</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Information about COVID-19 expectations made explicit on school website &amp; through regular communication with the learning community.</li> <li>- Follow local health protection team advice.</li> <li>- LA Local Outbreak Control Team /PHE/DFE Helpline available to support with advice and guidance when there is a confirmed case(s) associated with the Setting.</li> <li>- Key contacts displayed in school office &amp; Resource area</li> <li>- LFT Testing to take place (Wednesday evening+ Sunday morning.</li> <li>- Positive results - staff book a PCR test immediately and start self-isolation period.</li> <li>- Whole school mixing limited to outdoor areas and events.</li> <li>- <a href="#">Update for parents regarding latest guidance from Staffordshire's Local Outbreak Team available through letter and school website.</a></li> <li>- replacement of references</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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	<p>check if they have COVID-19.</p> <ul style="list-style-type: none"> <li>• Follow the stay at home guidance for households with a confirmed case of COVID-19. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>- Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. 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.</li> <li>- You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</li> <li>•</li> <li>• All members of the school's community are advised to follow the advice on the NHS website on how to avoid catching and spreading COVID-19.</li> <li>• Staff and pupils who may have had contact with someone who has tested positive for COVID-19 to have limited contact with any other staff or pupils who may be considered at higher risk of COVID-19 or vulnerable.</li> <li>• Anyone developing COVID-19 symptoms during the school day is sent home and procedures</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>to Public Health England with references to the United Kingdom Health Security Agency (UKHSA)</p>	
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	<p>followed to manage the transmission risks.</p> <ul style="list-style-type: none"> <li>• All staff aware of LA Local Outbreak Control Plans and where to seek further advice/guidance.</li> <li>• CEV staff have individual RA in place informed by COVID Age calculation and medical advice - if safe they can work in school with own individual protective measures in place.</li> <li>• Active engagement with NHS Test and Trace process</li> <li>• Control measures in place for those identified as most vulnerable. (see additional section)</li> <li>• Staff aware of their duty to follow the protective measures in place. This is monitored regularly.</li> <li>• All areas to be well ventilated at all times.</li> <li>• CO2 Monitors in place to measure air quality.</li> <li>• CO2 Monitors rotated around classroom and staffroom areas on a weekly Rota.</li> <li>• Ventilation increased while spaces are unoccupied e.g. during break times and lunch times whilst learners and staff are not in the classrooms/areas.</li> <li>• Fire exits onto outdoor spaces can be opened to support increased ventilation. Internal fire doors which act as compartment barriers are to be kept shut at all times.</li> <li>• Staff and learners advised to wear additional clothing e.g. fleece and jumpers on top of work clothes and school uniform if weather is colder.</li> <li>• The wearing of face coverings is required when moving around the school buildings including corridors and communal areas.</li> <li>• Visitors are required to wear face coverings when moving around the school premises.</li> <li>• Staff Meetings where possible to take place remotely via 'Microsoft Teams'. Where not possible - staff meetings to take place <b>in a large classroom</b> with staff socially distanced or if less staff involved,</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- CO2 Monitors to be placed at head height when seated away from ventilation outlets such as grilles and windows. Ensure Monitors are 0.5 m away from occupants.</li> <li>- Consistent Values under 800ppm will show as green and do not require any action.</li> <li>- Consistent values over 1500ppm are an indication of poor ventilation. Action to be taken immediately to increase ventilation.</li> <li>- Rotation of Monitors: Rota A = Draco, Leonis &amp; Perseus Rooms Rota B = Early Years (Nursery 7 Reception) and the staff Room Rota C = Space Cadets Room, Mobile Classroom and Library</li> </ul>	
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	<p>in the meeting room.</p> <ul style="list-style-type: none"> <li>• Lateral Flow Testing undertaken twice a week by school staff that have 'opted in' to the process to support prompt identification and self-isolation if required.</li> <li>• LFT results reported online and to school via reply to school text message sent.</li> <li>• Regular cleaning of all touch points.</li> <li>• Hand sanitizer used on entry and exit of all buildings, rooms and areas.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles</li> </ul>	
	<ul style="list-style-type: none"> <li>• Social distancing maintained wherever possible on school site.</li> <li>• Learners and staff in 'class where COVID confirmed case has been identified' – do not mix with other staff or learners.</li> <li>• Timetables and rotas in place to keep identified class groups separate.</li> <li>• All staff to wear face coverings when moving around the school.</li> <li>• Staff in 'class where COVID confirmed case has been identified' to complete lateral flow tests daily.</li> <li>• Visitors made aware of 'confirmed COVID case linked to class group – work with those pupils to be carried out remotely.</li> <li>• Staff linked to 'Confirmed COVID case' to attend staff meeting remotely.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>- Letter sent to all possible close contacts advising to get PCR test.</li> <li>- Parents and visitors informed of changes via e-mail and letter.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Anyone who meets any of the following COVID-19 criteria are informed not to come into school:</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>- All household members to get a PCR test if a member has suspected symptoms.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Have one or more of the COVID-19 symptoms (These include the additional precautionary symptoms and known symptoms of delta such as headache, aches and pains, feeling tired for no good reason, sore throat and runny nose, sneezing and tummy ache and sickness - particularly in children)</li> <li>○ Have had a positive test result.</li> <li>○ Required to Quarantine.</li> <li>○ Awaiting a PCR test result</li> <li>○ Household contacts and siblings to stay at home whilst awaiting PCR test results.</li> <li>● Social distancing maintained wherever possible on school site.</li> <li>● Class groups kept separate and do not mix.</li> <li>● Timetables and rotas in place to keep class groups separate.</li> <li>● Limit staff mobility and cross-over of class groups where possible.</li> <li>● Staff and visitors to wear face coverings whilst moving around the school.</li> <li>● Staff meetings to take place remotely.</li> <li>● Visitors to complete LFT before attending school site.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Household members to remain at home whilst awaiting PCR test results.</li> <li>- Visitors to show evidence of negative LFT via text message or e-mail when signing in at the school Reception.</li> <li>- All visitors made aware of LFT expectations before attending school site.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Social distancing maintained wherever possible between all on site.</li> <li>● Learners on site and staff are grouped into Class Bubbles. Class Bubbles do not have contact with each other and do not mix.</li> <li>● Timetables and rotas in place to keep Class Bubbles apart and minimise movement around the school</li> <li>● Staff and visitors 'where authorised to be on site' to</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Washable face coverings to be cleaned daily.</li> <li>- School to provide sealable bags for staff to keep individual face masks in.</li> <li>-</li> </ul>	

	<p>wear face coverings when moving around the school premises. When not worn face coverings will be stored safely in individual named sealable plastic bags.</p> <ul style="list-style-type: none"> <li>• Staff meetings to take place remotely.</li> </ul>	L		
<p><b>*Spread of infection through personal hygiene</b></p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• All staff and children to wash hands after:             <ul style="list-style-type: none"> <li>- Entry and exit of building</li> <li>- Returning from breaks</li> <li>- Changing rooms</li> <li>- Before and after eating or handling food</li> <li>- After touching face, blowing nose, coughing or sneezing.</li> </ul> </li> <li>• Hand sanitizer available in all classrooms, shared spaces and entrance, exit points.</li> <li>• Children and staff to use hand gel prior to the change of new learning equipment within their classroom.</li> <li>• Children and staff to wash hands before and after break and lunchtimes and use hand gel.</li> <li>• Children taught about respiratory hygiene 'Catch it, bin it, kill it' hands to be washed afterwards (tissues used from children's own tray and put in bin when used).</li> <li>• Classroom bins emptied after lunch and end of school day</li> <li>• Handwashing available in all learning areas</li> <li>• Separate cubicles identified for different classes where shared use of toilets is required)</li> <li>• Use of games and actions to remind children of the importance of good hygiene and social distancing. – reinforce safety expectations.</li> <li>• Learners will have all their own key resources for learning in their own tray at their table or near their working area. These resources will not be shared with others where possible.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- COSHH Risk Assessments updated for any new hand sanitizer products. Safety Data Sheets obtained and Risk Assessments shared/COSHH poster displayed in rooms.</li> <li>- Review stocks of soap, hand sanitizer and hand towels and tissues available. (reporting system in place when stock reaches a set measure in readiness for re-ordering)</li> <li>- Children's own individual hand sanitizer clearly labelled and kept in tray – if brought into school.</li> <li>- Pedal bins with bin liners in each classroom and in all rooms in use.</li> <li>- Signs in place to remind learners to close the lid before flushing.</li> <li>- Door signs used to indicate class toilet cubicle.</li> <li>- (Space Cadets use - right toilet block in the morning</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<ul style="list-style-type: none"> <li>• Children to attend school in their school uniform.</li> <li>• Signage used to promote hygiene( respiratory &amp; hand)</li> <li>• Parents informed of measures in place to reduce transmission.</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<p>and clean down after use before school day for learners starts.</p> <ul style="list-style-type: none"> <li>- Main toilet doors to be wedged open.</li> </ul>	
<p><b>*Spread of infection through contact between people/resources within learning areas.</b></p> <p>General transmission may occur: Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Transmission may occur during learning activities and behaviour management.</p> <p>Transmission may occur through sharing spaces and</p>	<ul style="list-style-type: none"> <li>• Any staff identified as vulnerable are to:             <ol style="list-style-type: none"> <li>I. Avoid face to face contact and minimise time within 1 metre of anyone.</li> <li>II. Facilitate as much teaching as possible from the front of the class at a distance from the learners.</li> <li>III. Stand behind learners when offering advice and guidance more individually and to avoid bending down towards a learner.</li> </ol> </li> <li>• No equipment/toys brought in from home.</li> <li>• Learners to come to school in PE kit on days when PE is planned and to wear 'Active wear' on fitness Fridays.</li> <li>• Coat to be kept on own peg. Only 4 learners allowed in the cloakroom area at any one time.</li> <li>• Learners will have their own key stationary and learning resources in their own tray/zip bag at their seating place or nearby.</li> <li>• Movement of staff between classes will be limited.</li> <li>• Classes have identified classrooms and outdoor learning areas.</li> <li>• Soft furnishings, soft toys and resources which will not be used are to be put away out of access by pupils.</li> <li>• Practical resources and learning aids will be</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Behaviour policy reviewed – new rules shared with parents and children.</li> <li>- Zip bags provided by school for learners to transport reading book and key resources to and from home.</li> </ul> <p><u>Designated outdoor learning areas:</u></p> <ul style="list-style-type: none"> <li>*Year 1/ 2 – playground outside of the Year 1 / 2 classroom</li> <li>*Year 2 / 3 - playground outside of classroom</li> <li>*Year 3 / 4 - Blue playground outside Year 3 / 4 classroom.</li> <li>*Reception &amp; Nursery – Outdoor classroom area</li> </ul> <ul style="list-style-type: none"> <li>- Soft furnishings to be</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>



	areas.	L L L		
	<ul style="list-style-type: none"> <li>• Class Groups will remain separate at all times and will be taught by the same member/s of staff where possible.</li> <li>• Movement of staff between Bubbles will only be used in an emergency situation –or limited to targeted learning interventions.</li> <li>• Staff and visitors to wear face coverings when moving around the school premises from one area to another.</li> </ul>	L L L	-	
	<ul style="list-style-type: none"> <li>• Class Groups/bubbles will remain together at all times and will be taught by the same member/s of staff.</li> <li>• Movement of staff between Bubbles will only be used in an emergency situation – e.g. emergency supervision required of a Bubble due to an unforeseen staffing issue.</li> <li>• Staff and visitors to wear face coverings when moving around the school premises from one area to another.</li> <li>• 'class where COVID confirmed case has been identified' – not to participate in Fridays curriculum rota (where they are to be taught by a different teacher not in their own class group)</li> </ul>	L	- Music specialist informed if class has been identified as having a confirmed case. Specialist not to teach more than one group in this case.	
	<ul style="list-style-type: none"> <li>• Contact between learners will be minimised through learners being kept in consistent Class Bubbles, wherever possible keeping these groups</li> </ul>	L	- Reading books taken out of circulation for 72hrs then wiped before re-issuing.	

	<p>apart.</p> <ul style="list-style-type: none"> <li>Learners will be seated side by side, facing forwards. Desks will be separated facing forward to encourage safe distancing. Learners will have their own chair, desk space and resource tray allocated. (exception made for SEND where different seating is required)</li> <li>Class Bubbles will remain together at all times and will be taught by the same member/s of staff.</li> <li>Movement of staff between Bubbles will only be used in an emergency situation – e.g. emergency supervision required of a Bubble due to an unforeseen staffing issue.</li> <li>Classes will remain in designated classrooms and outdoor learning areas with limited access to areas of the school building.</li> <li>Staff and visitors to wear face coverings when moving around the school premises from one area to another.</li> </ul>		- Books issued Mon - Fri	
<p><b>*Spread of infection through contact between people/resources at lunch times</b></p> <p>General transmission may occur: Through close contact between colleagues and pupils touching contaminated surfaces.</p> <p>Transmission may</p>	<ul style="list-style-type: none"> <li>Break times staggered for some classes.</li> <li>Access to toilets staggered to manage numbers accessing.</li> <li>Pupils and staff wash hands before entering school hall and after leaving school hall after eating lunch.</li> <li>Lunchtime in hall staggered and timetabled. 2 groups on separate sides of the school hall for a 30 minute lunch session. 15mins clean down of tables and chairs in between change of groups in hall. Learners supervised by Teachers in hall.</li> <li>Separate cleaning buckets and clothes used for wiping down the hall. (same spray can be used)</li> <li>Learners supervised by Lunchtime supervisor and TA on playground / in club.</li> <li>Outdoor play equipment rota in place and cleaned if used by different classes.</li> <li>Jungle Gym and other outdoor play equipment</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>- <u>Designated outdoor areas for playtimes</u></p> <p>*Nursery/Reception – outdoor classroom</p> <p>*Year 1 / 2 – main playground outside classroom.</p> <p>*Year 2/3 – main playground outside classroom</p> <p>*Year 3 / 4 – main playground</p> <p><u>Staggered Break times</u></p> <p>*Year 3 / 4 – 10.30am – 10.45am</p> <p>*Year 1 / 2 and Year 2 / 3 – 10.45am – 11.00am</p>	<p>L</p> <p>L</p> <p>L</p>



			<p>TB, JM &amp; DH – hall 12.30pm – 1.00pm</p> <p><u>Increased Cleaning</u></p> <ul style="list-style-type: none"><li>- LS to clean touch, points, toilets and classrooms 12.00pm – 1.00pm</li></ul> <p><u>Staff Dinner slots</u></p> <ul style="list-style-type: none"><li>- Teachers 12.00pm – 1.00pm includes time for setting up lessons etc.</li><li>- Teaching Assistants – CG, JB, DH dinner 12.00pm – 12.30pm</li><li>- SM, JM – 12.30pm – 1.00pm</li><li>- RL &amp; TB – 1.00pm – 1.30pm</li></ul>	<p>L</p> <p>L</p> <p>L</p>
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	<ul style="list-style-type: none"> <li>Class groups separated when using school hall for lunch.</li> </ul>	L	-	
	<ul style="list-style-type: none"> <li>'Class where COVID confirmed case has been identified' to collect food from the school hall and eat their food in their classroom.</li> <li>Staff to eat their lunch in the classroom or separate room to other staff outside of their class group/bubble.</li> </ul>	L L	<ul style="list-style-type: none"> <li>Lunchtime supervisors not to support more than one class group during the lunch period.</li> <li>Lunchtime supervisors to stay with their identified class group.</li> </ul>	
	<ul style="list-style-type: none"> <li>School yard divided into 2 clear sections to support access by 2 different groups at a time.</li> <li>Lunchtime in hall staggered and timetabled. 2 groups on separate sides of the school hall for a 30 minute lunch session. 15mins clean down of tables and chairs in between change of groups in hall. Learners supervised by Teachers in hall.</li> <li>Separate cleaning buckets and clothes used for wiping down the chairs in tables in different bubbles in the hall. (same spray can be used)</li> <li>Staff to wear face coverings when supervising learners in the school lunch hall.</li> <li>Kitchen staff serving food to wear face coverings.</li> </ul>	L L L L	-	
*Safeguarding of pupils not attending school	<ul style="list-style-type: none"> <li>'Safe and well' checks will be made by telephone call once a week to all families of learners not in school. By LO</li> <li>Families identified as vulnerable but not in school to be contacted twice a week by telephone. By LO</li> <li>Any concerns of safeguarding will be reported through 'My Concerns' and following the usual school policy and procedures.</li> <li>Intervention and support will be offered remotely where necessary through signposted services.</li> <li>Attendance of pupils who should be in school</li> </ul>	L L L L	<ul style="list-style-type: none"> <li>HSLW &amp; EJP to have Weekly set meeting for safeguarding &amp; health &amp; Safety</li> <li><u>Weekly First Aid &amp; PPE Checks</u></li> <li>Completed by (Clerical Assistant Fridays 1.30pm – 2.00pm</li> </ul>	L L

	<p>recorded using the usual attendance registers.</p> <ul style="list-style-type: none"> <li>• Absence from school to be followed up using usual school procedures if learner was expected in.</li> <li>• COVID-19 symptoms/confirmed cases to be reported following the LA &amp; H &amp; S guidance.</li> </ul>	L		
		L		
		L		
*Lack of access to food & water	<ul style="list-style-type: none"> <li>• Lunch to be provided by 'Compass Catering'.</li> <li>• Hot dinner and packed lunch available to all learners.</li> <li>• Food bank vouchers available for those struggling.</li> <li>• Bagels prepared by class staff before school</li> <li>• FSM vouchers to be issued via 'school meals provider - Chartwells system' if children are entitled and are being educated 'remotely'.</li> <li>• Food Vouchers available for over the holiday period through the Local Authority Scheme.</li> </ul>	L	<ul style="list-style-type: none"> <li>- Lunch brought in by children in their own lunch box and kept under their desk or on pegs in cloakroom area.</li> <li>- Children to bring in own drinks bottle filled from home.(no fizzy drinks)</li> <li>- If water required this can be topped up with drinking water</li> <li>- Class have own toaster &amp; bagel equipment – locked in cupboard when not in use.</li> </ul>	L
		L		
	<ul style="list-style-type: none"> <li>• Support with food for vulnerable families through - 'Magic Breakfast'</li> </ul>	L	-	
*Direct case of suspected coronavirus identified in school  Staff Transmission may occur when supervising pupils taken ill with symptoms	<ul style="list-style-type: none"> <li>• If a child/person in school shows symptoms of COVID-19 they are to be sent home immediately and are expected to self-isolate for 10 days Household members -From 14<sup>th</sup> December 2021 adults who are fully vaccinated and all children between 5 – 18 years and 6 months identified as a contact of someone with COVID-19 are advised to: <ul style="list-style-type: none"> <li>○ Complete Lateral Flow Tests for 7 days</li> <li>○ Undertake a PCR test on day 2</li> </ul> </li> </ul>	M	<ul style="list-style-type: none"> <li>- Staff aware of safe 'donning and doffing' of PPE.</li> <li>- PPE stocks checked daily by each class and reported to school office.</li> <li>- Clear procedures and Local Outbreak Plans in place – procedures and</li> </ul>	L

<p>of COVID-19 and need direct personal care until they return home.</p>	<p>(Staffordshire Outbreak Control Team guidance)</p> <ul style="list-style-type: none"> <li>○ Can attend school/work providing PCR and LFTS results are negative.</li> <li>- Daily testing of close contacts applies to all contacts who are             <ul style="list-style-type: none"> <li>d) (fully vaccinated adults – had 2 doses of an approved vaccine)</li> <li>e) (people who are unable to get vaccinated for medical reasons)</li> <li>f) (people taking part in an approved clinical trial for the COVID-19 vaccine).</li> </ul> </li> <li>● Pupils under 5 are to get a PCR test is identified as a contact of someone with COVID-19. Family around the child are to Lateral Flow Test for 7 days.</li> <li>● Whilst waiting for collection the child/adult should be isolated in the school reception area with the door open</li> <li>● Any accompanying member of staff should wear PPE (mask, apron and gloves) and keep 2 metres away if possible.</li> <li>● Any contaminated or soiled clothing should be double bagged and sent home with the child or staff member.</li> <li>● If the use of the bathroom is required they should use the disabled toilet. This will need to be cleaned with disinfectant afterwards before further use.</li> <li>● Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>● The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to others.</li> <li>● Test and Trace Service and Local Outbreak</li> </ul>	<p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>key contacts displayed in school office &amp; Resource area.</p> <ul style="list-style-type: none"> <li>- G- Drive folder with advice on outbreak management.</li> <li>- Cleaning kits available in each classroom and area with appropriate PPE.</li> <li>- Cleaning kit available in Reception area.</li> <li>- <u>Monitoring Cases</u>–</li> <li>- School to monitor cases and inform the LOC when have increasing levels of positive cases</li> <li>- <u>Cleaning of contaminated areas</u> (all surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with bodily fluids. All potentially contaminated areas such as bathrooms, door handles, grab rails, telephones.</li> <li>- Use of disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings,</li> <li>- (Use of a combined detergent disinfectant solution at a dilution of</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
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	<p>Control Plans to be followed if required.</p> <ul style="list-style-type: none"> <li>• <b>Arrange to have a PCR test online</b> or by phone by calling 119 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result</li> <li>• If tested negative they can return to school.</li> <li>• Staff or pupil who have had contact do not need to be sent home to self-isolate unless they: <ul style="list-style-type: none"> <li>- Developed symptoms themselves</li> <li>- Requested to do so by NHS Test &amp; Trace or PHE</li> <li>- Tested positive following a PCR test.</li> </ul> </li> <li>• All learners and staff who are identified as close contacts are advised to book a PCR Test. They are not required to self-isolate whilst awaiting results unless they display symptoms.</li> <li>• Contaminated cleaning equipment and PPE disposed of in Grey Bin for 72 hrs in Coal House.</li> <li>• Children to be educated in school hall whilst deep clean is undertaken.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>1,000 parts per million available chlorine or; household detergent followed by disinfection (the disinfectant should have at least 1000 parts per million chlorine).</p>	
	<ul style="list-style-type: none"> <li>• Household contacts and siblings to get PCR tested if a member shows symptoms including the precautionary symptoms.</li> <li>• Children and staff to remain at home whilst awaiting PCR test results.</li> <li>• Initial PCR test to be followed by a precautionary</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<p>-</p>	

	PCR test 7 days later if had multiple contacts at different points with confirmed cases.			
<p>*School informed of a positive COVID-19 case of a pupil or staff member that has been in school.</p> <p>Transmission may occur through close contact between certain individuals.</p>	<ul style="list-style-type: none"> <li>• The person who is positive should:</li> <li>• Follow the stay at home guidance for households with a confirmed case of COVID-19. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>- Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. 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.</li> <li>- You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</li> <li>• From 14<sup>th</sup> December 2021 adults who are fully vaccinated and all children between 5 – 18 years and 6 months identified as a contact of someone with COVID-19 are advised to: <ul style="list-style-type: none"> <li>○ Complete Lateral Flow Tests for 7 days</li> <li>○ Undertake a PCR test on day 2 (Staffordshire Outbreak Control Team guidance)</li> </ul> </li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<p>- LOC to be informed of levels of positive cases within your settings by submitting the Covid Case Rates each when there are cases.</p>	

	<ul style="list-style-type: none"> <li>○ Can attend school/work providing PCR and LFTS results are negative.</li> <li>- Daily testing of close contacts applies to all contacts who are <ul style="list-style-type: none"> <li>g) (fully vaccinated adults – had 2 doses of an approved vaccine)</li> <li>h) (people who are unable to get vaccinated for medical reasons)</li> <li>i) (people taking part in an approved clinical trial for the COVID-19 vaccine).</li> </ul> </li> <li>• Pupils under 5 are to get a PCR test is identified as a contact of someone with COVID-19. Family around the child are to Lateral Flow Test for 7 days.</li> <li>• Where the school has identified close contacts who are staff and they do not believe the ‘positive case’ will be able to accurately inform NHS Test and Trace who their close contacts have been or provide contact details – school will call the Self-Isolation Service Hub on 020374367815 to provide contact details. They will be sent an NHS Test and Trace ID.</li> <li>• School will require the NHS Test and Trace Account and name and contact details of the close contact. ID of the person tested positive</li> <li>• School areas occupied by those asked to self-isolated are to be deep cleaned.</li> <li>• School to monitor cases and rates</li> </ul>	<p>L</p> <p>L</p>		
	<ul style="list-style-type: none"> <li>• Classroom identified with a confirmed case to be deep cleaned – learners to be educated outside where possible or in the school hall whilst cleaning takes place.</li> <li>• Classrooms and all learning spaces to be subject to increased ventilation.</li> <li>• Learning to be completed outdoors where possible and relevant.</li> </ul>	<p>L</p>	<p>-</p>	

<p>*School identified an outbreak of COVID-19. (2 or more epidemiologically linked cases 1.e. linked by being in the same class or at an event.</p> <p>Transmission may occur through close contact between certain individuals.</p>	<ul style="list-style-type: none"> <li>School to implement Outbreak Management Plan as soon as aware of an outbreak (2 or more epidemiologically linked cases) in their setting and inform the Local Outbreak Control Team.</li> <li>School to work with health protection teams and Local Outbreak Control in the case of a local outbreak. If there is an outbreak in the school or if central government offers the area an enhanced response package, the Local Outbreak Control Team (under the direction of the Director of Public Health) might advise a setting to temporarily reintroduce some control measures</li> </ul>	M	<ul style="list-style-type: none"> <li>School to initiate <u>Outbreak Management Plan</u> and liaise with LOC.</li> </ul>	L
<p>*Neglected Health &amp; Safety of premises</p>	<ul style="list-style-type: none"> <li>All premises Health &amp; Safety checks to be maintained in line with LA &amp; School policy and procedures</li> <li>Any new designated routes for movement around the school checked daily for safety and signposting.</li> <li>All movement routes clearly marked with social distancing markers and signage if required.</li> <li>Evacuation routes and Fire Drill to be shared with all learners on return.</li> <li>Hazard exchange completed with Lettings 'Space cadets' regarding use of the school site. – Risk Assessments shared between both parties.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Toilet wipes available in staff toilets for wiping the seat.</li> <li>Paper towels used to touch flush handles.</li> <li><u>Fire Evacuation Routes:</u></li> <li>Nursery/ Reception – exit via path to entrance to Reception class.</li> <li>Year 2 / 3 Exit via side drive</li> <li>Year 1 / 2 Exit via side drive against right hand wall.</li> <li>Year 3 / 3 Exit via classroom door or main Reception if blocked.</li> </ul>	<p>L</p> <p>L</p>

<p>*Contact with members of the public spreading infection</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>Information shared with parents about expectations via text message, e-mail and school website.</li> <li>Hand sanitation stations available for visitors/parents and children at gates on pedestrian entrance and exits.</li> <li>Visits to school are encouraged to be made by appointment only.</li> <li>Floor markings and signs will be on display along access routes to encourage social distancing where appropriate.</li> <li>Only one visitor at a time is to be allowed in the school reception.</li> <li>Visitors to wear face coverings in Reception.</li> <li>Parents and children encouraged to walk or cycle to school.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>Waiting areas promoted on school yard for different classes.</li> <li>Change of clothes to be kept in school for Early Years aged children.</li> <li>Learners to attend school in PE kits on day of PE and 'Fitness Friday's</li> <li>Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</li> </ul>	<p>L</p> <p>L</p> <p>L</p>
	<ul style="list-style-type: none"> <li>Information shared with parents about expectations via text message, e-mail and school website</li> <li>Visits to school made by appointment only.</li> <li>No assemblies or events inviting parents/carers indoor into school.</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>Only 1 parent per family allowed on school site to bring and collect their child from school.</li> <li>One-way system in place to help minimise contact.</li> <li>Visits to school made by appointment only.</li> </ul>	<p>L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>Only 1 parent per family allowed on school site to bring and collect their child from school.</li> </ul>	<p>L</p>	<ul style="list-style-type: none"> <li>Coloured coded map with walk ways and</li> </ul>	

	<ul style="list-style-type: none"> <li>• One-way system in place to help minimise contact.</li> <li>• Visits to school made by appointment only.</li> <li>• Parents and visitors to wear face coverings at all times whilst on the school premises (Includes parents picking up and dropping of children)</li> <li>•</li> </ul>		<p>expectations sent out to parents.</p> <ul style="list-style-type: none"> <li>- Nursery to access school through entrance off the outdoor classroom - parents to walk around the outside of the building and exit via the Space cadets entrance, then down the steps</li> </ul>	
<p><b>*Contact with visitors spreading infection</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• All visits encouraged to be made by appointment only.</li> <li>• Visitors signed in and out by Reception staff (no sharing of signing in book)</li> <li>• All visitors are asked to declare if they have had any symptoms of COVID-19 in the last 10 days or if they have been around anyone with symptoms or have tested positive.</li> <li>• Visitors asked to undertake a lateral flow test before attending and to be prepared to show proof of reporting a negative result.</li> <li>• Visitors to wear face coverings when moving around the school.</li> <li>• Temperatures are taken on arrival and a 'COVID-19 safety checks declaration' is completed and signed by a member of staff on behalf of the visitor after asking the key questions.</li> <li>• COVID-19 safety check declarations are kept for a period of at least 21 days to support Test and Trace</li> <li>• School has a clear policy on visitors in school and expectations – this is shared before any visit takes place.</li> <li>• Meetings which take place in person will follow social distancing and hygiene measures.</li> <li>• Participants will need to bring their own</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Visitors COVID-19 Policy available on school website and sent out to all visitors before arrival.</li> <li>- Meetings held in person to take place in the intervention room or head teachers office with social distancing in place.</li> <li>- Chairs and tables to be cleaned down after use.</li> <li>- Visitors contact details recorded via H &amp; S check sheet - on lap top in office - saved to protected G-Drive</li> <li>- School office contact details for emergency contact displayed on poster in Reception area.</li> <li>- Hazard exchange to be shared electronically before physical meeting to review where possible.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	<p>refreshments and stationary equipment should this be required.</p> <ul style="list-style-type: none"> <li>• Emergency access to the school’s Reception – Visitor to telephone the school to let them know they are waiting in Reception.</li> <li>• Contractors on site by appointment.</li> <li>• Wherever possible visits by contractors to take place outside of school hours.</li> <li>• Contractors made aware of the school’s risk control arrangements and how to access and move around the site safely.</li> <li>• Hazard exchange forms completed to highlight how risk will be managed during COVID-19.</li> <li>• Visitors to bring own cleaning equipment if required as part of agreed working practice.</li> </ul>	<p>L L  L  L  L</p>	<p>- Cleaning &amp; PPE equipment supplied by school for professional Sports Coaches – kept separate from other cleaning equipment (box in school hall behind curtain)</p>	<p>L</p>
	<ul style="list-style-type: none"> <li>• No gatherings to take place in the school hall such as assemblies, workshops, etc.</li> <li>• All visits made by appointment only.</li> <li>• Visitors to complete Lateral Flow Test on day of visit and to show reported results by text or e-mail at the school Reception.</li> </ul>	<p>L  L L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>• No gatherings to take place in the school hall such as assemblies, workshops, etc.</li> <li>• All visits made by appointment only.</li> <li>• Professional Coaches used for interventions kept to identified groups of learners and do not cross class groups if involved with those ‘identified as linked to a positive COVID case’</li> <li>• Visitors to complete Lateral Flow Test on day of visit and to show reported results by text or e-mail at the school Reception.</li> </ul>	<p>L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>• All visits made by appointment only.</li> <li>• Professional Coaches used for interventions kept to identified groups of learners.</li> <li>• All visitors asked to undertake a Lateral Flow Test</li> </ul>	<p>L</p>	<p>-</p>	

	<p>on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</p> <ul style="list-style-type: none"> <li>• Meetings where possible conducted remotely by phone or video call.</li> <li>• Meetings which take place in person will follow strict social distancing and hygiene measures</li> <li>• No gatherings to take place within school such as assemblies, workshops etc. where more than one group is involved.</li> <li>• Visitors to wear face coverings at all times whilst on the school premises.</li> </ul>			
<p><b>*Contact with specialist Teachers or Outside agencies</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• All visits made by appointment only.</li> <li>• Visitors signed in and out by Reception staff (no sharing of signing in book)</li> <li>• School has a clear policy on visitors in school and expectations – this is shared before any visit takes place.</li> <li>• Specialist Teachers &amp; Professional Coaches asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</li> <li>• Meetings or work with individuals from outside agencies is undertaken in the designated intervention room.</li> <li>• Cleaning equipment is available and is to be used after each visitor and or meeting.</li> <li>• A sink is available for handwashing on entry and exit to the meeting room.</li> <li>• Hand sanitizer is available in the meeting room.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Visitors COVID-19 Policy available on school website and sent out to all visitors before arrival.</li> <li>- Chairs and tables to be cleaned down after use.</li> </ul>	<p>L</p> <p>L</p>
	<ul style="list-style-type: none"> <li>• All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a</li> </ul>	<p>L</p>	<p>-</p>	

	negative result via text message or e-mail.			
	<ul style="list-style-type: none"> <li>All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</li> </ul>	L	-	
	<ul style="list-style-type: none"> <li>All visitors asked to undertake a Lateral Flow Test on the morning of attending the school and are to show the staff on Reception evidence of reporting a negative result via text message or e-mail.</li> </ul>	L	-	
<p><b>*Spread of infection through intimate care or First Aid</b></p> <p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> <li>Any first aid is to be carried out by the child's class/group teacher and recorded in the usual way. Communication with parents will be done through sending home the First Aid Slip.</li> <li>Wash and sanitise hands before and after treating a casualty.</li> <li>Wear PPE (disposable gloves, apron and mask) when treating, including a fluid repellent mask/visor and eye protecting where risk of transference of bodily fluids.</li> <li>When performing CPR phone an ambulance and use compression only CPR. Use mouth/face shields if mouth-to-mouth ventilation is required</li> <li>Medical waste to be disposed of following the usual policy and procedures.</li> <li>Nappy changing or other intimate care will be undertaken by the child's class or group teacher and will be undertaken using PPE (mask/visor, apron and gloves)</li> <li>Review medication plans/Care plans to try and maintain social distancing whilst supervising the taking of medicine.</li> <li>Ice-packs to be named linked to classes. If need to be shared between classes in an emergency they must be wiped down with anti-bac before use.</li> </ul>	M  L M  M  L L  L  L	<ul style="list-style-type: none"> <li>Staff aware of safe 'donning and doffing' of PPE.</li> <li>PPE stocks checked daily by each class and reported to school office.</li> <li>First Aid duplicate slip records to be kept in each class for use. Completed slips collected weekly by A Hard.</li> <li>Individual care plans &amp; medication reviewed.</li> </ul>	L L L      L



	<p>other colleagues in their group.</p> <ul style="list-style-type: none"> <li>• Staff to bring and use their own utensils and cups, mugs etc.</li> <li>• Staff to use their own tea/coffee or juice 'if linked to an identified positive COVID case'</li> </ul>			
	<ul style="list-style-type: none"> <li>• Staff to use their own mug, cutlery or drinks vessel which is taken with them on going to and from the staffroom or classroom area.</li> <li>• Staff to supply their own tea/coffee or juice.</li> <li>• Staff to wash their own cooking/eating implements after use and to remove them from the staffroom area after use.</li> <li>• Staff to make their own drinks/ food.</li> <li>• No shared cutlery or kitchen resources available in staffroom.</li> <li>• Store cupboard and storage areas to be accessed by 1 adult at a time.</li> </ul>		<ul style="list-style-type: none"> <li>- Milk in fridge labelled for different groups/individuals</li> </ul>	
<p><b>*Movement around school spreading infection</b></p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> <li>• Lunchtimes – use of the hall at dinnertime to be timetabled.</li> <li>• Learners will access and leave the hall at their own class designated point of access.</li> <li>• Assemblies to be held in individual classrooms with individual class groups.</li> <li>• Break times to be timetabled.</li> <li>• Outdoor learning areas designated for different classes with identified access points.</li> <li>• Use of school timetabled for 'Active Learning' sessions.</li> <li>• Hall equipment cleaned in between use by different groups or classes.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Parents to wait in designated waiting areas marked on the yards, whilst waiting to be called to the classroom door by the teacher.</li> </ul>	<p>L</p> <p>L</p>
<p><b>*Contact between staff and learners spreading infection through extra-curricular activities</b></p>	<ul style="list-style-type: none"> <li>• Breakfast club to operate for children of Squirrel Hayes</li> <li>• Learners to be seated in the Pre-school room.– Managed by Space Cadets</li> <li>• Booking system in place.- Managed by Space</li> </ul>	<p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Set times for arrival and booking system in place by Space Cadets Manager</li> </ul>	<p>L</p>

<p><b>and enrichment.</b></p> <p>Transmission may occur through sharing spaces and equipment during extra-curricular or enrichment activities.</p>	<p>Cadets</p> <ul style="list-style-type: none"> <li>• Break time – equipment available for use by each individual class – Resources cleaned between changes of groups.</li> <li>• After school club activities timetabled in school hall or outside areas.</li> </ul>	<p>L</p> <p>L</p>		
	<ul style="list-style-type: none"> <li>• School to liaise with Breakfast club – ‘children linked to a positive COVID case to be kept separate from others class groups.</li> <li>• Limited access to extended schools activities. Groups not to be mixed where a ‘linked class to a positive COVID case’ is included.</li> </ul>	<p>L</p>	<p>-</p>	
	<ul style="list-style-type: none"> <li>• Limited access to extended schools activities</li> </ul>	<p>L</p>	<p>-</p>	
<p><b>*Management of PPE use</b></p> <p>Transmission may occur through incorrect use of PPE or lack of appropriate equipment.</p>	<ul style="list-style-type: none"> <li>• Staff trained in use of PPE including safe ‘donning’ and ‘doffing – removal’</li> <li>• PPE (disposable gloves, disposable apron) to be used when cleaning resources within groups or after use by other groups</li> <li>• PPE (disposable gloves, disposable apron, disposable mask/visor) to be used when attending to a child for first aid or who may have suspected COVID-19 symptoms.</li> <li>• PPE face masks must be worn covering both the nose and mouth.</li> <li>• Masks should not be allowed to dangle around the neck</li> <li>• Masks should not be touched once put on, except when carefully removed before disposal into disposable bag.</li> <li>• Learners who arrive to school wearing face coverings must bring a plastic zip bag clearly labelled to store it in once removed.</li> </ul>	<p>L</p> <p>L</p> <p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>	<ul style="list-style-type: none"> <li>- Communication to parents about use of PPE through website and text.</li> <li>- Cleaning equipment and PPE made available in each class and area.</li> <li>- Supplies checked weekly.</li> <li>- Staff to report when getting low on stock.</li> <li>- Any suspected contaminated PPE double bagged and stored in outside storage bin for 72hrs before removal.</li> <li>- Grey Bin kept in Coal House for 72hrs safe storage.</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p><b>*Disrupted learning</b></p>	<ul style="list-style-type: none"> <li>• Learners not in school have access to remote</li> </ul>	<p>M</p>	<p>- RP to liaise with families</p>	<p>L</p>

for learners not accessing school directly	learning through 'Google Classrooms' <ul style="list-style-type: none"> <li>• Communication regarding learning made by Teacher through 'Google Classrooms'</li> <li>• ICT Devices on loan to those identified in need.</li> </ul>	M L	and arrange support if required	
*Negative impact upon well-being of staff and pupils	<ul style="list-style-type: none"> <li>• Well-being material and tips shared with the learning community through the school website and twitter.</li> <li>• Staff, Parents/Carers and Pupils signposted to support through HSLW</li> <li>• PPA can be undertaken at home where appropriate.</li> <li>• Individual Risk Assessments in place for staff who may be more vulnerable.</li> <li>• Staff well-being revisited regularly at meetings.</li> <li>• Change team action planning reviewed regularly in line with school's risk assessments review.</li> <li>• Staff and pupils have access to weekly 'flex-cise' and are encouraged to take a pro-active view in managing their own well-being.</li> </ul>	L L L L L L L	<ul style="list-style-type: none"> <li>- Staff have 30mins lunch break:</li> <li>- PPA: Staff to work from home where possible</li> <li>- School Mental Health Lead available for support.</li> <li>- Referral to EMHP and other support services if required.</li> <li>- Staff meeting to be held via 'Microsoft Teams' 4.15pm – 5.15pm if required remotely. (dependent upon type of meeting and content)</li> </ul>	L L L L L
*Additional staff workload	<ul style="list-style-type: none"> <li>• All learning to be made available via 'Google Classrooms' should learners need to self-isolate.</li> <li>• Safeguarding/welfare meetings to be attended virtually by the DSL &amp; Deputy DSL</li> <li>• Planning for learners to include remote learning.</li> </ul>	L L L	<ul style="list-style-type: none"> <li>- Weekly planning to included 'remote learning' opportunities.</li> <li>- Space Cadets to use own Vacuum Cleaner and to clean outdoor equipment after us on a Friday.</li> <li>- Cleaners to clean Early Years equipment with</li> </ul>	L L

Antibacterial spray each  
Friday after school.

**Additional Notes:**Hall & Playground Timetable at Lunch Times:

	HALL	YARD		
12.00pm – 12.30pm	<u>REC</u> LL, SM	<u>Y1 / 2</u> LW & RL	<u>Y2 / 3</u> TB, JM	<u>Y3 / 4</u> DH JJ
12.30pm – 1.00pm	<u>Y2 / 3</u> TB, JJ	<u>Y3 / 4</u> DH	<u>REC</u> LL, CG	<u>Y1 / 2</u> LW, RL & JB

TB & RL dinner 1.00pm – 1.30pm

Additional Cleaning Fridays:

LS – 12.00pm – 1.00pm (All touch points, toilets & classrooms)

Face Covering Guidance:

When wearing a face covering, staff, visitors and pupils should:

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
  - avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus
  - change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose
  - avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination
- When removing a face covering, staff, visitors and pupils should:
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
  - only handle the straps, ties or clips
  - not give it to someone else to use
  - if single-use, dispose of it carefully in a household waste bin and do not recycle
  - once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
  - if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
  - wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

**3. Assessment**

**Signature of Assessor(s):**

**Print Name:** Erica Pickford

**Date Assessed:** 06.01.2022.

**Signature of Line Manager:**

**Print Name:** Mrs E J Pickford

**Review Date: Proposed Review:** Feb 2022

#### 4. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

#### DOCUMENT CHANGE LOG

Version No.	Date of review	Reviewer	Changes Made
01	07.08.2021	Erica Pickford	New RA for full opening from the 1 <sup>st</sup> September 2021
02	02.09.2021	Erica Pickford & Staff Team	<ul style="list-style-type: none"> <li>- Changes to lunch sittings for some classes</li> <li>- Removal of need to bring in individual drinks and utensils by staff (this will be re-introduced as a 'step up' measure</li> <li>- Included use of COVID-19 H &amp; S checks form for all visitors to support possible need to track close contacts and support Test and Trace service.</li> <li>- Changed Fire Exit evacuation route for some classes</li> </ul>
03	07.09.2021	Erica Pickford	<ul style="list-style-type: none"> <li>- H &amp; S checks completed for visitors updated - use of laptop in office to save electronic files on to G-Drive.</li> <li>- COVID-19 Outbreak team guidance and docs on G-Drive.</li> </ul>
04	15.09.2021	Erica Pickford	<ul style="list-style-type: none"> <li>- Orange band protective measures included in response to confirmed positive case in school but not identified as an outbreak.</li> <li>- Outbreak numbers amended following guidance from communication with LOC 09.09.2021 (due to small school numbers)</li> </ul>
05	30.09.2021	Erica Pickford	<ul style="list-style-type: none"> <li>- Blue highlighted box indicating additional protective measures advised by Staffordshire Local Authority and Outbreak team - in response to increased COVID-19 cases and transmission rates across Staffordshire and Staffordshire schools.</li> </ul>
06	04.11.2021	Erica Pickford	<ul style="list-style-type: none"> <li>- Blue text in white sections – Reference to CO2 Monitors and rotation of these devices.</li> </ul>

Version No.	Date of review	Reviewer	Changes Made
07	30.11.2021	Erica Pickford	<ul style="list-style-type: none"> <li>- Reviewed following the updated DfE guidance on the 29.11.2021: 'Schools COVID-19 Operational Guidance November 2021' &amp; 'Actions for early years and childcare providers during COVID-19 pandemic November 2021'</li> <li>- Requirement of wearing face coverings when moving around the school and in corridors or communal areas.</li> <li>- Included Face Coverings Guidance section at the bottom of Risk Assessment</li> <li>- Inclusion of new guidance around the Omicron variant.</li> <li>- Changes to travel arrangements and associated requirements.</li> <li>- replacement of references to Public Health England with references to the United Kingdom Health Security Agency (UKHSA)</li> <li>- Inclusion of Local Authority holiday voucher scheme.</li> </ul>
08	15.12.2021	Erica Pickford	<ul style="list-style-type: none"> <li>- Reviewed and updated new guidance following 'Schools COVID-19 Operational Guidance – Dec 2021 14.12.2021'</li> <li>- Included guidance and advice from Staffordshire's Local Outbreak Team.</li> </ul>
09	06.01.2022	Erica Pickford	<ul style="list-style-type: none"> <li>- Updated Isolation guidance in line with 'Schools COVID-19 Operational Guidance – January 2022'</li> <li>- Reviewed and updated lunchtime arrangements</li> </ul>
			<ul style="list-style-type: none"> <li>- Updated cleaning arrangements</li> </ul>
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