



## Hardy Mill Primary COVID19: Risk Assessment and Action Plan

**ASSESSMENT COMPLETED BY:** Jo Briggs – Head teacher

**SIGNATURE:**

**DATE ASSESSMENT COMPLETED:** 15-10-2021

**REVIEW DATE:** On going

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place by the governing board of Hardy Mill Primary to ensure school continues to operate in a safe way.

**Governors have not included a risk rating as part of this risk assessment. Although we recognise this is good practice and use this in all normal circumstances, this is a unique circumstance where there is no precedent that can be referred to.**

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding and Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

<b>Version Control</b>		
<b>Current version</b>	<b>Previous version</b>	<b>Summary of changes made</b>
03-01-21	24-07-20	<ul style="list-style-type: none"> <li>• Photocopier relocated to meeting room (1 person at a time) to alleviate footfall in the office</li> <li>• Winter provision added for access to school</li> <li>• Refresher training identified for the Spring term</li> </ul>
08-01-21	03-01-21	<ul style="list-style-type: none"> <li>• Face masks to be worn by all staff when working within a metre of children</li> <li>• Face visors to be worn by all staff at all times</li> <li>• EY, KS1 and KS2 reading books can be sent home with children but must be quarantined for 48 hours when returned to school</li> <li>• Rota for teaching staff to ensure dedicated support is given to remote learners and provides greater capacity for maintaining staffing levels</li> <li>• Library to become additional staffroom. Allocated seating for all staff. Seats to be at least two metres apart. Quick drying disinfectant spray to be sprayed on seats following each bubble's use. Site manager to fog the room each week.</li> </ul>
14-01-21	08-01-21	<ul style="list-style-type: none"> <li>• Partial reopening section included with actions for remote learning</li> </ul>
05-03-21	14-01-21	<p><b>Removed:</b></p> <ul style="list-style-type: none"> <li>• Partial reopening section</li> <li>• Rota for teaching staff to ensure dedicated support is given to remote learners and provide greater capacity for maintaining staffing levels</li> <li>• Library as additional staffroom</li> </ul> <p><b>Added:</b></p> <ul style="list-style-type: none"> <li>• Remote learning section</li> <li>• Timings of the school day section including staggered start and finish times for the 4 phases of school.</li> <li>• Lunchtime reduced to 45 minutes to facilitate use of staffroom on a rota for each phase bubble. Allocated seating for all staff. Seats to be at least two metres apart. Quick drying disinfectant spray to be sprayed on seats following each bubble's use. Site manager to fog the room each week.</li> <li>• Library to be reorganised as a classroom with forward facing desks to accommodate full reopening.</li> <li>• KS1 and 2 classrooms – tables facing forward in rows to accommodate 30 children per class. A two metre teaching space for staff to be marked at the front of each classroom.</li> <li>• All staff to aim to maintain a 2m gap between themselves and children wherever possible. If necessary to go within 1m, this contact must be limited to less than 15 minutes and staff must wear a face mask.</li> <li>• Parents informed that children are required to wear school uniform from wc 08-03-21 except for specified PE days.</li> </ul>

		<ul style="list-style-type: none"> <li>• Any whole school assemblies will be pre-recorded using You-Tube or live via Teams so that they can be broadcast into each class.</li> <li>• School staff to revisit class and bubble rules with the children in an age appropriate way.</li> <li>• Children will be escorted to the toilet and supervised to maintain social distancing and good hygiene procedures – only a maximum of 3 children to be allowed in at once.</li> <li>• There are four identified social bubbles in school. EY/KS1/LKS2/UKS2</li> <li>• Children will be with their year group for the majority of the school day. Social bubbles will only be used for dropping off and collection times/ accessing lunch in the hall.</li> <li>• Staff need to be available at the start of each term when school opens and will be advised they must ensure that they will have met the quarantine requirements the day before school returns after each break.</li> </ul>
31-08-21	05-03-21	<p><b>Sections removed:</b></p> <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Group Size</li> <li>• Social distancing</li> <li>• Catering</li> <li>• Pupil reorientation</li> <li>• Curriculum</li> <li>• Attendance</li> <li>• Finance</li> <li>• Timings of the school day</li> </ul> <p><b>Section added:</b></p> <ul style="list-style-type: none"> <li>• Outbreak management plan</li> </ul>
15-10-21	31-08-21	<p>Additional measures as recommended by Bolton Public Health have been added to sections:</p> <ul style="list-style-type: none"> <li>• Response to suspected/ confirmed case of COVID19 in school</li> <li>• Communication with Parents</li> </ul>
29-11-21	15-10-21	<p>Additional measures added to PPE section:</p> <p>All adults to wear face masks in communal areas including corridors, hall and staffroom (when not eating or drinking). Face masks should not be worn when teaching.</p>

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COMPLIANCE CHECKLIST						
Compliance area and sub-topics	DATE completed	DATE due	CONTRACTOR used by your business area	PHONE No	HOW OFTEN does task need completing	REMARKS - why there might be any delay - action to be taken prior to site reopening
<b>Fire Safety</b>						
Fire risk assessment in place?	04-11-20	Nov 23	Christopher Earnshaw		Three Years	Reviewed by J Burton annually
Fire alarm panel checked/serviced?	July 21	Feb 22	Automatic Alarms	01204 393883	Half yearly	
Fire extinguisher servicing up to date?	09-12-20	Dec 21	Automatic Alarms		Annually	
Fire alarm checks up to date?	July 21	Feb 22	Automatic Alarms		Half yearly	
Emergency lights checked?	July 21	Feb 22	John Turner Group		Half yearly	
Means of escape, fire doors, house keeping checked?	Checked weekly by site manager – Jeff Burton					
PEEPS for those that need them?	Sep 2021	Sep 2022				
<b>Building condition visual check</b>						
Internal completed, findings recorded, and issues acted upon?	Completed HT and site manager 05-03-21					
External completed, findings recorded and acted upon?	Monthly visual checks completed of external building and grounds by Jeff Burton – records kept in site manager’s office Daily visual checks of ground completed by Jeff Burton – records kept in site manager’s office.					
<b>Electrical safety</b>						
PAT testing up to date?	21-01-21	Jan 2022	Parr Group		Annually	
Fixed appliance tests up to date?	June 21	June 2022	Parr Group		Annually	
<b>Gas Safety</b>						
Gas safety check certificate up to date?	03-09-20	Nov 21	Medway	01204 305222	Annually	

<b>Tree Safety</b>						
<b>Tree Survey up to date? Outstanding work completed?</b>	14-10-20	October 2023	Local Authority		Every three years	All works identified have been actioned 08-01-21
<b>Visual inspection of trees and environment before school reopens – actions recorded</b>	Feb 2021		Completed by Jeff Burton – Site Manager			
<b>Legionella</b>						
<b>LRA up to date?</b>	March 21	March 22	Robertson		Annually	
<b>Temperature checks completed and recorded?</b>	All checks carried out in accordance with Legionella PPM works					
<b>Non conformities actioned?</b>						
<b>TMV servicing up to date?</b>	March 21	March 22	GMS		Yearly	
<b>Servicing of boilers in place?</b>	March 21	Nov 21	Medway	01204 305222	Half yearly	
<b>Flushing of infrequently used outlets recorded - include if full flush of system needed</b>	Weekly flushing regime in accordance with GMS Legionella PPM works					
<b>Asbestos</b>						
<b>RA up to date?</b>	Sep 21	Sep 22	Robertson		Annually	
<b>Are contractors reviewing the survey as they come onto site</b>	Yes. All contractors are given the asbestos survey to read and then asked to sign to say they have read and understood it. Records in site manager's office.					
<b>Site team inspection of asbestos for deterioration prior to opening?</b>	23-09-20	Asbestos survey report from the Local Authority				

<b>Confirm welfare and first aid provision</b>	
<b>Welfare facilities -soap, paper towels in place? Hand sanitiser if needed?</b>	All facilities are kept in clean working conditions. Additional measures put in place to ensure that school has adequate provisions in stock to meet with the requirements of the partial re-opening.
<b>Building clean to suitable standards with cleaning materials?</b>	SLA with local authority. Quality assurance evidence cleaning of a high standard.
<b>First aid provisions stocked?</b>	All first aid posts around school checked for stock and use. System in place to ensure adequate supplies.
<b>Name(s) of persons completing this table</b>	Mrs Jo Briggs (Head teacher) in consultation with Mr Jeff Burton (site manager) and Mr Andrew Hall (Chair of Governors and H&S Link Governor) Date completed



Theme	What are the hazards?	Who might be harmed and how?	What are you already doing to control the hazard?	What further action or additional controls are required?	Risk rating after controls	Action by who	Action by when	Date completed	
Preparing Buildings and Facilities	Building compliance checks not completed	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/ increased risk of infection/ legal, financial and reputational risk – not ensuring the building is safe for use	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Source alternative suitably trained person/s who can complete fire/legionella and asbestos (if present) knows how the alarm system works and able to complete in house testing (temps). H&S team to advise and support with this.	L	SBM			
	Site Manager is unavailable						L		
	Cutting Edge is unavailable			Source other garden/ landscape company		SBM			
				Whenever possible, windows open to increase air flow and ventilation around the building.	SM				
	All doors that can be safely wedged open during the school day should be to reduce the need to touch handles. This will include the door into the children’s toilets to aid supervision.			SM					

				<p>Doors that cannot be safely wedged open/ including some fob doors to have access to hand sanitiser on both sides of these doors. Signage to be placed at these doorways advising people to use the hand sanitiser before touching the door.</p> <p>Fire doors around school are fitted with fire alarm release locks and so are open unless the fire alarm is activated.</p>		SM		
	<p>Photocopier is in the school office – demand for printable resources from different staff/ bubbles may be high</p> <p>Poor visitor management</p>	<p>Staff/visitors Possible/increased risk of infection</p>	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Hand sanitiser to ensure good hand hygiene practices for visitors available at Inventory screen</p> <p>Staff to wipe down Inventory screen after every use.</p> <p>Visitors/contractors are only to be admitted by prior appointment.</p> <p>Office window to remain closed</p> <p>Parents to use drop off box for any correspondence</p>		<p>SBM</p> <p>JBo</p> <p>SBM</p> <p>JBo/SBM</p> <p>JBo/SBM</p>		

	Before and after school provision	All persons/vulnerable persons Possible increased risk of infection	Consideration given to premises lettings to Kool Kidz – before and after school provider and approach in place.	<p>Kool Kidz to use hall and library for out of school provision.</p> <p>Kool Kidz allocated the disabled toilet for children whilst provision is open.</p> <p>Kool Kidz to clean the hall and disabled toilet at the end of each session so that it can be used by school.</p> <p>Kool Kidz staff to adhere to all hygiene/ cleaning and COVID 19 safety measures as set out in this RA.</p>		HT		
<b>Emergency Evacuations/ Invacuation/First Aid</b>	<p>Inadequate first aid and fire warden provision (including for those with additional requirements)</p> <p>Current evacuation/ invacuation routes would cause multiple groups of people to come into contact. More</p>	School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Invacuation routes are confirmed.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Revised invacuation procedure and share with all staff and children.</p> <p>Fire drill practise wc 6<sup>th</sup> Sep</p> <p>Invacuation practise wc 6<sup>th</sup> Sep.</p> <p>Advice/guidance/training obtained from the Health, Safety and Wellbeing Team (if LA school/purchased an SLA) with regards to managing fire safety.</p>	L	HT		
						HT		
						HT		
						HT		
						SBM		
						HT		

	appropriate alternatives are possible.			All accidents/incidents/near misses will continue to be recorded/reported as in line with school policy.		HT		
						SBM		
<b>Cleaning and waste disposal</b>	<p>Lack of cleaning products on site</p> <p>Cleaning regime not sufficient for needs /numbers on site</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible /increased risk of infection</p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u></p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by (site manager) and cleaning staff.</p> <p>If hand towel and hand wash runs out when site manager/ cleaners are not on site, staff to inform the business manager who will replace them.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush and emptying bins. Additional cleaning hours each lunchtime to enable this.</p> <p>Covid 19 Cleaning RA from Bolton Cleaning Services held in school and quality assured by site</p>		HT SBM & SM		

				<p>manager. Service informed immediately if risk assessment is not being followed.</p> <p>Fogging machine to be used when school is notified of a positive case.</p>				
<p>Lack of cleaning products on site</p> <p>No hand sanitiser available.</p> <p>Tissues not available.</p> <p>Low supply of soap.</p> <p>Low supply of hand towel.</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible /increased risk of infection</p>	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Hand sanitiser to be stored in Site manager's room as it is a flammable item. It must be stored in line with COSHH report. Site manager to update COSHH report.</p> <p>Hand sanitiser available at the school entrance and outside each classroom door/ toilet and shared space.</p> <p>Lidded bins in classrooms and all shared areas – office/ staff room/ toilets</p> <p>Ensure that all school staff when cleaning classroom equipment wear disposable gloves and an apron</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed weekly and order made. (SBM and Site manager)</p> <p>All classroom sinks will have warm water, soap and hand towels for cleaning of hands and hand moisturiser for those children that require it.</p>	<p>HT SBM &amp;SM</p>				

<b>Staffing</b>	Inadequate first aid and fire warden provision (including for those with additional requirements)	School does not comply with Regulations (First Aid/RRFSO), unable to provide adequate first aid provision, unable to safely evacuate staff/pupils with a PEEP	Staffing numbers required for entire eligible cohorts have been determined including support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	All staff have completed Paediatric Aid training – certificates that have been extended due to COVID 19 to be renewed as soon as is possible.  All leadership team have completed Designated Safeguarding Lead training		HT/SBM		
	Poor communication with staff	Staff, Pupils, Parents, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible /increased risk of infection	Approach to staff absence reporting and recording in place. All staff aware.	No change to current arrangements required				

<p>Vulnerable persons brought back on site – school not following guidelines</p>	<p>All persons/vulnerable persons Possible /increased risk of infection, legal, financial and reputation risk for not following Government guidelines</p>	<p>HT has identified which staff fall into vulnerable groups and offer support as per Government guidelines</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Individual RA completed and agreed with staff members identified for safe working in the building</p>		<p>HT</p>		
<p>High level of staff absence due to self-isolation or illness that prevent school from opening</p>	<p>Staff, Pupils, Parents, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible /increased risk of infection</p>	<p>Plans to respond to increased sickness levels are in place.</p>	<p>Staff to work within their class and/or designated bubbles and to minimise contact beyond these wherever possible.</p> <p>Staff refresher on use of PPE and required daily hygiene responsibilities -6<sup>th</sup> Sep</p> <p>All staff provided with PPE bag to be used as needed.</p> <p>All leaders trained as designated safeguarding leads.</p> <p>All staff trained with paediatric first aid.</p>		<p>HT</p> <p>HT</p> <p>All staff</p> <p>HT</p> <p>SBM</p>		
<p>Staff unavailable to teach quarantine,</p>			<p>Staff need to be available at the start of each term when school opens and will be advised they must ensure that they will have met the quarantine requirements the day before school returns after each break.</p>		<p>HT</p>		

	following a holiday							
	Poor communication with staff	Staff, Pupils, Parents, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible /increased risk of infection	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Agreed clothing expectations shared with all staff		HT		
	Support given to staff to ensure their wellbeing	Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions  Possible/increased risk of infection, stress, anxiety	Approaches for meetings and staff training in place.	School email to be used as primary means of communication  Teams to be used where appropriate for meetings  When face –to –face staff meetings/training are held – a well ventilated room is required		SLT  SLT  SLT		
			Consideration given to staff when dealing with conflict/concerned parents	School to maintain communication with parents by text, letter and school website.  Parents/carers/visitors can speak with staff via telephone or email or via the remote learning platforms.		HT Teaching staff  HT		



				Where face to face meetings are held – a well ventilated room is required		HT		
	Support given to staff to ensure their wellbeing	Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions  Possible/increased risk of infection, stress, anxiety for verbal conflict	Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff refresher on reintroducing children to school and dealing with anxiety/ attachment issues and impact of COVID 19 etc. – 6 <sup>th</sup> Sep 2021  Staff are aware of available support from EAP for themselves  Advice for schools and pupils available from the Educational Psychology service  The Bereavement Policy reviewed to ensure it reflects current circumstances and arrangements		HT  HT  HT  HT		
	Poor communication with staff	Staff and vulnerable groups – pregnant workers and service users, those with underlying health conditions  Possible/increased risk of infection, stress, anxiety	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff refresher on LFD testing - 6 <sup>th</sup> Sep		HT		
			The approach for inducting new starters has been reviewed and updated in line with current situation.	Induction for new starters to include any amendments made to current policy and procedures.		HT/SB M		
			Return to school procedures are clear for all staff.	All refresher training to be completed on 6 <sup>th</sup> Sep		HT		

	Poor visitor management	All persons on site Possible/increased risk of infection	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Check with the contractor any requirements their employer has specified before visit.</p> <p>Share school protocols.</p>		SBM/S M		
			<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p>Share amended procedures, obtain their assessments outlining controls.</p> <p>Externally employed adults must shape provision that allows them to maintain beyond two metres distancing. One member of staff with each class will support them at all times and interact with the children within two metres if required.</p> <p>Provide externally employed staff with a PPE kit when working in school to meet with school's amended procedures for safe working.</p>		HT/SB M	HT	SBM

	Poor communication with parents	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible /increased risk of infection	Information shared with parents regarding pupils travelling to school, encouraging walking as much as possible.	Finalised information shared with parents prior to reopening. wc. 31-08-21  Review to risk assessment and changes shared with parents via link to copy on website - wc 31-08-21		HT  HT  HT		
PPE	Poor communication with staff  Support given to staff to ensure their wellbeing	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible /increased risk of infection	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Staff refresher training and guidance on correct use of PPE 6 <sup>th</sup> Sep  All staff members to be provided with a PPE bag: <ul style="list-style-type: none"> <li>• Face visor</li> <li>• Gloves</li> <li>• Face masks</li> <li>• Hand sanitiser</li> <li>• Tissues</li> <li>• Aprons</li> </ul> All staff members responsible for replenishing used items from their PPE bag. Supplies for PPE can be replenished from the school office.		HT  SBM      All staff		

			<p>All staff to sign to say they have received their set of PPE and completed training on the correct donning and doffing of PPE</p> <p>Stock check and ordering schedule reviewed weekly and order made. (SBM and Site manager)</p> <p>All classes to be provided with detergent to clean equipment with.</p> <p>PPE must be worn in these circumstances:</p> <ol style="list-style-type: none"> <li>1. For children whose care involves intimate care.</li> <li>2. If a child, young person or other learner becomes unwell with symptoms of coronavirus (new continuous cough OR fever OR loss/change to sense of smell or taste) while in their setting and needs direct personal care until they can return home.</li> </ol> <p>An individual risk assessment will be completed for any child that requires regular intimate care. Procedures will be communicated to staff and parents.</p> <p>All adults to wear face masks in communal areas including corridors, hall and staffroom (when not eating or drinking). Face masks should not be worn when teaching.</p>	<p>SBM</p> <p>SBM</p> <p>SBM/S M</p> <p>All staff</p> <p>HT</p>		
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Response to suspected/ confirmed case of COVID19 in school</p>	<p>Coronavirus spreading /being transmitted in school</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>Approach to suspected COVID19 cases in place:</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p>HT/DHT to be informed immediately of suspected case.</p> <p>Staff and pupils who have been in contact with the infected person will wash their hands thoroughly for 20 seconds.</p> <p>The area/items that staff and pupils have been in contact with will be thoroughly cleaned and/or items disposed of safely, e.g. bagged separately. Classroom or area of learning to be fogged and left vacant for at least 6 hours.</p> <p>Area at main entrance has been established as an isolation zone – good ventilation</p> <p>If it is a child - Isolate the child to the main entrance seating area.</p> <p>Staff supervising to wear appropriate PPE</p> <p>Contact child’s parent and request that they are collected immediately.</p> <p>Parent asked to get their child tested before returning to school.</p> <p>To access testing parents should use the 111 online coronavirus service if their child is 5 or over. They should call 111 if the child is under 5.</p> <p>Seek advice from Public Health and Local Authority and follow it.</p>		<p>All staff</p> <p>Bubble staff</p> <p>SBM SM</p> <p>HT/SM</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>		
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			<p>If it is a member of staff, isolate the staff member to the main entrance. If safe to do so, send them home or contact next of kin to collect them immediately.</p> <p>Arrange for staff member to be tested before returning to school.</p> <p>Seek advice from Public Health and Local Authority and follow it.</p> <p>If possible following a positive case, close and secure areas the person has been in for 72 hours before cleaning in the same way you would any other area. This may result in the children and staff from this bubble being sent home until this has been completed due to lack of space within the school building.</p> <p>If that is not possible, follow the procedure:</p> <ol style="list-style-type: none"> <li>1. Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> <li>• Objects which are visibly contaminated with body fluids</li> <li>• All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> <li>• No need to specially clean public areas they've passed through briefly (e.g.</li> </ul> </li> </ol>		<p>HT</p> <p>HT</p> <p>HT</p> <p>SBM SM</p>		
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			<p>corridors) which aren't visibly contaminated with body fluids</p> <ol style="list-style-type: none"> <li>2. When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> <li>• Disposable cloths, or</li> <li>• Paper rolls and disposable mop heads</li> </ul> </li> <li>3. Have all cleaning staff wear: <ul style="list-style-type: none"> <li>• Disposable gloves and aprons (if needed), washing their hands with soap and water once these have been removed</li> </ul> </li> <li>4. Dispose any items that are heavily soiled or contaminated with body fluids and double bag them.</li> </ol>				
		<p>Approach to confirmed COVID19 cases in place:</p> <ul style="list-style-type: none"> <li>• Approach to relocating children away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p>Once informed of a confirmed case for a child or staff member, leadership team to relocate all members of the class so that their classroom and facilities can be cleaned.</p> <p>Seek immediate advice from Public Health and follow guidance given.</p> <p>Follow cleaning guidance as sited in section above.</p> <p>School will send home a confirmed coronavirus letter to be sent home with each child and parents/carers will be asked to monitor the health of their child and continue to follow Government/NHS guidelines and advice from their GP.</p>		HT		
					HT		
					SBM SM HT		





		Possible /increased risk of infection		3. Staff will ensure that they and all children in their use hand sanitiser, particularly: <ul style="list-style-type: none"> <li>• After accessing outdoor provision</li> <li>• After break and lunch</li> <li>• Before and after PE</li> <li>• Home time</li> </ul>				
	Poor communication with staff, parents and children	Staff, Pupils, Parents, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions	Approach and expectations around school uniform determined and communicated with parents.	Parents informed children are required to wear school uniform. Children need to wear PE kit on specified days.		HT		
Changes to the school day/timetables shared with parents.			Parents to be informed of timings of school day for their child's class 6 <sup>th</sup> Sep - completed		HT			
Possible /increased risk of infection		All students instructed to bring a water bottle each day.	Parents informed of this expectation.		HT			
<b>Remote Learning</b>	Remote learning contingency plan to support any pupils self-isolating due to COVID	Staff, Pupils, Parents, Vulnerable Pupils and Groups, e.g. pupils with underlying health conditions	Check all pupils self isolating/shielding from school have access to technology and are engaging with remote learning offer.	Remote learning contingency plan and information has been shared with parents and is available on the website.  A remote learning policy has been created, shared with governors and staff and is available on the website.		HT HT		

	<p>Poor communication with parents</p> <p>Online safety of children accessing remote learning</p> <p>Lack of engagement from children who have no technology to access remote learning</p>	<p>Possible /increased risk of infection, stress, anxiety</p> <p>Children vulnerable to online abuse. Children unable to learn.</p>	<p>Online learning platforms being used are closed forums to ensure online safety.</p>	<p>Parents have been informed of remote learning via Showbie or Tapestry</p> <p>Families who do not have access to technology to be supported with the loan of a device wherever possible.</p> <p>Paper packs to continue to be provided for families who request them.</p> <p>All staff have completed safeguarding training bespoke to remote learning situation.</p>		<p>HT</p> <p>HT</p> <p>Teaching staff</p> <p>HT</p>		
<b>Safeguarding</b>	<p>Poor communication with staff</p>	<p>Pupils, Vulnerable Pupils</p>	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>	<p>All staff have completed refresher safeguarding training each term</p>		<p>HT</p>		
	<p>Poor communication with staff</p>	<p>Pupils, Vulnerable Pupils</p>	<p>Updated Child Protection Policy in place.</p>	<p>Safeguarding and Child Protection Policy and shared with staff wc 07-09-21</p>		<p>HT</p>		
	<p>Lack of support for SEND children or those with other needs</p>	<p>SEND/ pupils with additional needs</p>	<p>Consideration given to the safe use of physical contact in context of managing behaviour.</p>	<p>Individual risk assessments for identified children if needed.</p> <p>Behaviour policy to address non-adherence / dangerous behaviour shared with staff, parents and children.</p>		<p>HT</p> <p>HT</p>		

	<p>Poor communication with staff, parents and pupils</p> <p>Support given to staff and children to ensure their wellbeing and safety</p>	<p>Possible /increased risk of infection, stress, anxiety</p>		<p>All staff to carry PPE kit – additional kit purchased if identified in child’s risk assessment.</p>		<p>All staff</p>		
<p><b>Communication</b></p>	<p>Poor communication with staff and outside agency employees</p>	<p>Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions</p> <p>Possible/increased risk of infection</p>	<p>Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.</p>	<p>Staff and outside agency staff instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines.</p> <p>This RA and controls will be discussed with staff and outside agency employees.</p> <p>Regular meetings for staff as required</p> <p>Full information shared with all staff via email where possible.</p> <p>Before opening, all staff and outside agency employees to have face-to-face meeting to go</p>		<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT/DHT</p>		

				over all amendments to working patterns and practices.				
Poor communication with governors	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions  Possible/increased risk of infection	Re-opening plans shared with governors.		Governors instructed not to come into school if they are displaying Coronavirus symptoms and follow PHE/Gov guidelines.  This RA and controls will be discussed with governors.		HT  HT		
Poor communication with parents	Staff, Pupils, Visitors, Parents, Governors, Cleaning Staff, Vulnerable Pupils and Groups, e.g. pregnant workers/people with underlying health conditions	Communications with parents: <ul style="list-style-type: none"> <li>• Plan for re-opening</li> <li>• Wellbeing/ pastoral support</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> <li>• Children attending out of school activities/ other wraparound care</li> </ul>		Regular updates to parents communicated by text with link to letters website.  Parents/Carers are instructed via letter/ information on the website and on posters around the school site to monitor their child's health  If any member of a household has COVID, we will be strongly recommending that child/ren follow the national guidance and access a PCR test before returning to school.		HT  HT  HT		

		Possible/increased risk of infection		In addition, we will ask families with a positive case in the household to test their child/ren in Key Stage 2 with a lateral flow device daily before sending them to school. This testing should continue for 10 days from the date of the positive case in the household.  This RA will be communicated with parents via the school website.				
<b>Governors/ Governance</b>	Poor communication with governors	All persons on site Possible/increased risk of infection, legal, financial and reputation risk for not following Government guidelines	Meetings and decisions that need to be taken prioritised.	Governor meetings held virtually initially until it is agreed safe to meet face-to-face.		CoG		
			Governors are clear on their role in the planning and re-opening of the school, including support to leaders.	Chair of Governors keeps regular contact with the head teacher to keep up to date		CoG		
			Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	Chair and Vice Chair of Governors to review and collate a plan for these aspects of governance to be addressed/ reinstated for new academic year.		CoG VC		

School events, including trips	Poor communication with staff parents	Staff, Pupils, Parents  Possible /increased risk of infection	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	School trips to recommence following government guidance		HT		
Outbreak management plan	Poor communication with parents, staff and governors	Staff, Pupils, Parents  Possible /increased risk of infection	School is aware that many COVID measures have been removed and has set out actions should an outbreak occur to ensure that school can continue to run smoothly.	<p>In the event of an outbreak and under the guidance of the local public health board:</p> <ol style="list-style-type: none"> <li>1. Communication sent to parents and staff on the need for increased testing. LFD testing kits distributed.</li> <li>2. Possible reinstatement of the use of face coverings in communicable areas and classrooms for staff and for parents entering school site.</li> <li>3. Possible reinstatement of staggered starts/ finishes and bubbles.</li> <li>4. Seek advice from Public health re. clinically vulnerable staff and pupils and implement advice as appropriate.</li> <li>5. Review current calendar of events to avoid gatherings of large groups in school e.g. assemblies, performances, residential trips etc.</li> <li>6. If attendance on site is restricted, reinstate the remote learning policy and provision.</li> </ol>		HT		

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