

Stedham Primary School

Risk Assessment for reopening (September, 2021)

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

This document identifies the key risks associated with day to day school life and looks to take actions to mitigate these. It is important to recognise that, whilst it is not possible to completely eliminate risk, following the guidance in this document will ensure that risks are reduced as far as is practically possible. It will be kept under review and updated based on any further government guidance as it is released and following experiences in school from September.

System of controls

This is the set of actions that are recommended in the government guidance. They are grouped into 'prevention' and 'response to any infection' and are directly linked in the risk assessment to the actions that will be taken to reduce the identified levels of risk.

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms does not attend school.
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- 7) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 8) Contain any outbreak by following local health protection team advice

This risk assessment is a working document and reflects practice at the time of publishing. Practices will be adapted on an ongoing basis and as further guidance is published. For document history see the last page.

General

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Preventing viral spread - hygiene	<ul style="list-style-type: none"> Children and adults to wash hands with soap and water or to use hand sanitiser more regularly. At least: <ul style="list-style-type: none"> When entering the school at the start of the day After break time and lunchtime Before and after eating snack at break Before and after eating lunch When returning to the classroom from another location inside the school or within the school grounds Ensure good respiratory hygiene – ‘Catch it, bin it, kill it’ Ensure that rooms are well ventilated – Break & lunchtimes to let fresh air in/then close doors & windows to keep heat in Teach children the importance of good respiratory hygiene Ensure that ‘Stay Alert!’ posters are displayed in every classroom and around the school. 	<p>School processes updated to include daily check of classrooms, toilets, office spaces, Learning Hub (previously Owls class), staff rooms to ensure sufficient soap and/or hand sanitiser</p> <p>RP to clean contact points in Hall, corridor, staff room staff toilets & children’s toilets (flush handles/taps/push pads on doors & light switches</p> <p>Staff to supervise the children washing hands/using hand sanitiser</p> <p>Teachers monitor handwashing</p> <p>School processes updated to include daily check of classrooms, shared spaces, to ensure sufficient supply of tissues</p>	<p>All staff to monitor.</p> <p>RD/HJ to monitor office spaces</p>	

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Preventing viral spread – quarantine	<ul style="list-style-type: none"> Ensure that all staff and families understand the changes to taking families abroad and into UK lockdown areas; <ul style="list-style-type: none"> It is essential that, if required, staff and families self-isolate for 10 days upon their return dependent on government advice at the time of return All families taking holidays in term time will be asked their destination When families enter England from abroad (check the list of countries and colour rating), they must follow the new requirements for quarantining and taking additional COVID-19 tests. If they have travelled from a country on the <u>banned travel list</u> then they must <u>quarantine in a hotel</u> 	Communicated to parents		
Preventing viral spread – face coverings	<ul style="list-style-type: none"> Children will not be allowed to wear any face covering in class due to the increased risk of viral spread through children touching the front of the face covering when wearing or removing them If parents wish their child to wear one to and from school, the following will apply: <ul style="list-style-type: none"> Parents will remove the child's face covering at the school gate and take it home with them If a child comes to school independently, they must not touch the front of the covering when removing it. They will remove their face covering at the school gate and place it in a plastic bag which will be stored in their school bag during the school day. Children must wash their hands immediately on arrival in school When leaving at the end of the day, face coverings must only be removed from children's bags and be put on outside of the school gate. 	Communicated to parents that face masks are not recommended in schools by the risk assessment on the school website.		

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
	<ul style="list-style-type: none"> Now that all staff and pupils are considered to be in one bubble, there is no requirement that staff have to wear face masks when mobile around the school. If any staff members elect to wear a mask that is their prerogative. 			
Preventing viral spread – cleaning	<ul style="list-style-type: none"> Review cleaning schedule to ensure that all school rooms and locations are sufficiently cleaned Ensure more frequent cleaning of rooms and shared areas that are used by different groups: <ul style="list-style-type: none"> School hall (previously Owls class) Classrooms Toilets, corridors and shared spaces Staff room Ensure additional cleaning during the school day of frequently touched surfaces in classrooms and the above locations Ensure additional cleaning during the school day of toilets Now that we are in one bubble and share outside playtimes, children are using the same playtime equipment. 	<p>Regularly meet with Cleaning staff to discuss risk assessment</p> <p>Allocate staff to carry out additional cleaning during the school day</p> <p>Disinfectant wipes</p>	<p>LW</p> <p>Cleaning Services</p> <p>LW/JH/HJ/RD</p>	

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Preventing Viral Spread amongst parents	<ul style="list-style-type: none"> Children will start and end the day at the same time. Encourage parents not to congregate at the school gates – just drop off and go Rabbits parents can walk the children round to the classroom. <p>ARRIVAL AT SCHOOL</p> <ul style="list-style-type: none"> Children should arrive between 8:45 – 9:00am Teachers or TAs to welcome children from inside the gate and guide them to class Children to enter classrooms via outside classroom doors Children to wash hands on arrival <p>COLLECTION FROM SCHOOL</p> <ul style="list-style-type: none"> Pupils are all picked up at 3:30pm. Teachers that dismiss their pupils ensure that they exit safely without bunching or grouping. All parents to wait outside of the school gate prior to collection Teachers and/or TAs take children outside. They dismiss the child from inside the playground when the parent has been identified. 	<p>To ensure the processes are followed:</p> <ul style="list-style-type: none"> i) Senior leaders will be present inside school gates; and ii) Teachers/TAs to be inside gates at both arrival and collection times 	Teachers	
			LW	
			LW	
<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>

	<ul style="list-style-type: none"> The child crosses the playground, through the gate and then joins their parent. They then leave immediately With prior arrangements (i.e. parent permission) children in year 6 to be allowed to walk home independently 			
Breakfast and after school clubs (Sports Cool and Sports Cool)	<ul style="list-style-type: none"> SportsCool's risk assessment to be on display and added to the website Children will be registered and leaders will have access to school held medical information in relation to the children in attendance Children will be in the hall or outside Children will be collected by Charlie (Sports Cool coach) from playground at 3:30pm Children to consistently use the same equipment. Children will be provided directly with food by an SportsCool member of staff. All dishes to be washed in the dishwasher. 	<p>Sports Cool's risk assessment added to the school website and displayed in the hall. (7/9)</p> <p>MM to meet with Aiden (Sports Cool lead staff member) to update on any changes to the risks</p>	LW	
Registers	<ul style="list-style-type: none"> No children to collect or deliver registers All teachers to complete paper registers and will phone any absences through to the office – <i>this will soon change to electronic registers</i> Office staff to update daily registers each day. Usual phone call home if unknown absence 	A weekly class register will be given to each class teacher at the beginning of each week - <i>this will soon change to electronic registers</i>	RD/HJ	
Cloakrooms	<ul style="list-style-type: none"> All children will be encouraged to only bring essential items in to school Foxes will be sent in small groups to the cloakroom (no more than 5) with a TA present to ensure a speedy turn around All other classes will be sent in small groups to their cloakroom 	<p>Teachers to remind children what to bring to school (7/9)</p> <p>Letter detailing the new arrangements for a full reopening</p>	<p>Class teachers</p> <p>LW</p>	

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
		of the school shared with parents (1/9)		
Forest School	<ul style="list-style-type: none"> Forest school sessions will continue to be delivered with half the class getting lessons in the morning and the other half having lessons in the afternoon. The forest school lead will ensure that any hand tools/equipment is wiped down between use during the session. Plastic mugs that might be used to serve hot chocolate will be thoroughly washed before and after each session. The Teaching Assistant will ensure that the children wash their hands thoroughly before and after the forest school session. 	The new (updated risk assessment) is shared with all staff including the Forest school Leader	Forest school leader and the Teaching Assistant	
Book banded books and school library	<p>Book Banded books</p> <ul style="list-style-type: none"> KS1 - Rabbits class to have a selection of appropriate book banded books and Bedtime Books for children to select from KS2 – Each class to have a selection of appropriate book banded books to select from Children to have washed their hands or used hand sanitiser before selecting new books <p>Library</p> <ul style="list-style-type: none"> The school library will be open to children only when supervised by an adult 1:1 reading sessions can still take place with careful consideration given to social distancing 	<p>Returns box for each class and register to record return date and liberation date</p> <p>Sign reminding pupils to use sanitiser</p>	<p>SLT monitoring returning box system</p> <p>Office staff</p> <p>Bottle of sanitiser/wipes</p>	

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
	<ul style="list-style-type: none"> Small group reading sessions can take place with children sat side by side and with at least 1m distance from the adult 			
Movement in and around the school	<ul style="list-style-type: none"> Wherever possible, children to be supervised by an adult when moving around the school 	Teachers to remind pupils to keep left when in corridors and restricted passageways (7/9)	Class teachers	
Break and lunchtime	<p>Locations and timings</p> <ul style="list-style-type: none"> Children will utilise the spaces available outside for playtimes. As the school is one bubble children from different classes will play on the playground, Muga and the grassed area outside of the hut. Children should use their outside classroom doors to leave and enter the class at the start and end of break and lunchtime All children use Hedgehogs toilet 	<p>Letter detailing the new arrangements for a full reopening of the school shared with parents (2/9)</p> <p>Clipboard</p>	LW	
Lunch arrangements	<ul style="list-style-type: none"> All desk surfaces to be sanitised before and after eating lunch When wet, KS2 will eat their packed lunch in the hall in separate groups 	Meet with Chartwells (hot school meals provider) to discuss serving lunch with social distancing (6/9)	LW	

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
		Teachers /TAs to facilitate the serving of hot meals in the hall	Class teachers	
Visitors to the school	<p>Parents</p> <ul style="list-style-type: none"> Any visit to the school should follow the guidance given: i.e. wash/sanitise hands on arrival, sign in, keep to the social distancing rules where possible. <p>Outside Professionals working 1:1 with children</p> <ul style="list-style-type: none"> Specific guidance for outside professionals such as therapists or education psychologists has been created (See Appendix 3) <p>Supply teachers (including staff that provide leadership and PPA release)</p> <ul style="list-style-type: none"> Wherever possible, supply teachers should only work with one group (class) of pupils per day to minimise spread across groups (see guidance in Appendix 3) <p>Contractors</p> <ul style="list-style-type: none"> Where possible, contractors should visit outside of school hours (See further guidance in Appendix 3) <p>Volunteers and Mentors</p> <ul style="list-style-type: none"> Volunteers and mentors are still welcome in school but must be risk assessed on an individual basis (see guidance in Appendix 3) 		LW	
<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>

Interventions	<ul style="list-style-type: none"> All interventions and Pupil Premium sessions can take place adhering to the following principles: <ul style="list-style-type: none"> Intervention locations to be as ventilated as possible – doors open as a minimum TA/teacher running intervention session should avoid close contact with children Staff will have the option of using a plastic screen to safely separate themselves from working 1:1 with a child or in a small group 	Arrangements for meetings (where, when, who and how) to be presented to SLT each week	Teachers/TAs/Senco	
Staff room use	<ul style="list-style-type: none"> All cutlery and crockery must be put in the dishwasher or washed immediately after use Staffroom counter and other 'high-traffic' areas – e.g. door, drawer, handles, microwave controls, boiler tap – to be sprayed with detergent and cleaned at the end of every break and lunchtime No unnecessary items should be left in the staffroom 			
	General arrangements <ul style="list-style-type: none"> All PE and outdoor games sessions will be taught outside Gymnastics and dance units can be taught, but equipment must be wiped down/sanitised. Athletics will be taught outside 			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Educational visits	<ul style="list-style-type: none"> Educational visits can take place but must be risk assessed at all times The benefits and rationale for any educational visit must be robust Teacher: pupil ratios remain a minimum of 1:5 (KS1) and 1:15 (KS2) 			
If a child is unwell	<p>General illness</p> <ul style="list-style-type: none"> If a child complains of feeling unwell, the usual procedures will be followed: contact parents, monitor the child If a child needs to go home because they are generally unwell, they should stay in the class bubble if possible. If this is not possible, they should be taken to reception (or sat outside reception) as usual Once collected, if they have waited in the reception area or on the chairs outside reception, the area should be cleaned Any members of staff that helped the child should wash their hands thoroughly for 20 seconds <p>Physical sickness</p> <ul style="list-style-type: none"> If a child is sick in class, the usual procedures should be followed: remove children from the area/classroom, use 			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
	<p>powder to cover and absorb the sick, clear and disinfect the area.</p> <ul style="list-style-type: none"> The child should be taken to the school reception to be collected by their parent, as usual. Once collected, the reception area should be cleaned Any members of staff that helped the child should wash their hands thoroughly for 20 seconds 			

If a child is unwell	<p>Covid-19 symptoms</p> <p>If a child displays any of the following symptoms, they must follow the procedures outlined in Appendix 3:</p> <ul style="list-style-type: none"> • High temperature – the child feels hot to touch on their chest or back (guidance advises that it is not necessary to measure their temperature) • New continuous cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) • Loss or change to their sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal 			
If a member of staff is unwell	<p>General illness</p> <ul style="list-style-type: none"> • Usual procedures will be followed – members of staff should contact the head teacher the night before or as early as possible in the morning to inform them of their illness • Where it is expected that the illness will be short-term, where possible TAs will be asked to take responsibility for the class under direction from the Senior Teacher. • If TA cover is not available, or where it is expected that the illness may be for a longer period of time, supply cover will be sought. This will be provided by the usual supply agency. • All supply teachers will be asked to follow the guidance for supply teachers (see Appendix 3) 			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
	<ul style="list-style-type: none"> • Wherever possible, supply teachers will only work with one class group to minimise spread across groups 			

If a member of staff is unwell (continued)	Covid-19 symptoms If a member of staff displays any of the following symptoms, they must follow the procedures outlined in Appendix 3: <ul style="list-style-type: none"> • High temperature – the adult feels hot to touch on their chest or back (guidance advises that it is not necessary to measure their temperature) • New continuous cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) • Loss or change to their sense of smell or taste – they cannot smell or taste anything, or things smell or taste different to normal 			
If the head teacher is unwell	General illness (As with other staff members) <ul style="list-style-type: none"> • Usual procedures will be followed – head teacher to should contact the senior class teacher the night before or as early as possible in the morning to inform them of their illness. • Unless there are important meetings, senior teacher to carry on teaching her class while overseeing the school. • The head will be in constant contact with the school • If there are significant meetings or planned events that cannot be moved, the senior teacher will organise a supply teacher for her class so she can lead in the meetings. 			
If the head teacher is unwell (continued)	Covid-19 symptoms If a member of staff displays any of the following symptoms, they must follow the procedures outlined in Appendix 3:			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
------------------	-------------------------------	--	---	-----------------------------------

	<ul style="list-style-type: none"> • High temperature – the adult feels hot to touch on their chest or back (guidance advises that it is not necessary to measure their temperature) • New continuous cough – this means coughing a lot for more than an hour, or 3 more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual) • Loss or change to their sense of smell or taste – they cannot smell or taste • Senior teacher to lead the school while continuing to teach. If the head teacher is off for a lengthy period, the Senior teacher will organise a supply teacher to cover her class while she leads the school. 			
If a positive test result is received by a member of the school community	<p>A member of the SLT will contact Public Health England on 0344 225 3861 immediately and follow the advice on risk assessing and self-isolation</p> <ul style="list-style-type: none"> • If someone tests positive, they should follow the <u>'stay at home: guidance for households with possible or confirmed coronavirus (covid-19) infection'</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. • If five or more cases are confirmed within 10 days within the school, or there is an increase in sickness where Covid-19 is suspected, there may be an outbreak in the school. A member of the SLT will liaise with the local health protection team for advice regarding any additional actions required. • See 'Contingency Planning for Outbreaks' for guidance of educational support to be provided. 			

Classrooms

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Seating arrangements	<ul style="list-style-type: none"> Where possible classroom environments will be adapted to meet the needs of individual year groups Year R and 1 (and year 2 for the first half of Autumn term) <ul style="list-style-type: none"> Continuous provision will be maintained Children are not to go into other classrooms 			
Furniture and furnishings	<ul style="list-style-type: none"> If required, furniture may be moved from classrooms to create sufficient space for preferred seating arrangements Enclosed areas such as book corners should be reviewed to ensure that the children using them can sit side-by-side. 			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Classroom resources	<ul style="list-style-type: none"> Classroom based resources such as books and games can be used and shared within the class group. 			

Cleaning routines	<ul style="list-style-type: none"> • Class teachers and TAs must ensure that frequently touched surfaces are cleaned at lunchtime and between groups in shared area • Suitable cleaning options include; <ul style="list-style-type: none"> ○ Soaking in a disinfectant solution ○ Spraying with disinfectant and wiping down ○ Leaving for 48 hours 			
--------------------------	--	--	--	--

Safeguarding

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
Fire alarm	<ul style="list-style-type: none"> • Follow existing evacuation procedures and routes • Office staff to take printed registers. <i>This will change when the new electronic register is introduced.</i> 			

<i>Situation</i>	<i>Actions to reduce risk</i>	<i>Systems or actions to implement</i>	<i>Completed or person tasked to complete</i>	<i>Link to System of Controls</i>
------------------	-------------------------------	--	---	-----------------------------------

	<ul style="list-style-type: none"> The school will continue to conduct fire drills so that children and staff are fully aware of the procedures with reduced numbers in school. Children to line up at usual assembly points keeping at least 1m distance from children other classes A further fire drill will be actioned before the end of the Autumn term now that we have all the children back in class again (09/09/2021) 	Before the end of the Autumn term		
Intimate care	<ul style="list-style-type: none"> Where a child has routine intimate care needs that requires the use of PPE, PPE should continue to be used 			
Pupil and staff wellbeing and mental health	<ul style="list-style-type: none"> Staff have been provided with lateral flow test kits and have been invited to test twice a week. Any tests that give a positive reading, will be followed up with a phone call to the head teacher. The staff member will then follow the normal procedures indicated in their test pack information (get a PCR test and self-isolate) Acknowledge and accept the feelings and responses that the past 18 months will have had on us all 			
Situation	Actions to reduce risk	Systems or actions to implement	Completed or person tasked to complete	Link to System of Controls

	<ul style="list-style-type: none"> • Provide assemblies to explore and contextualise these feelings as being normal responses • Provide a pack of information about local and/or national support groups – include educational support 08000 562 561, MIND 0208 215 2243, Samaritans 116 123, details of the school, Midhurst food banks. MindEd learning platform for professionals (https://covid.minded.org.uk/) • Set up systems so that staff can talk to key members of staff if need to. • Ensure that any governor visit includes a focus on staff wellbeing and mental health 			
--	---	--	--	--

Appendix 1 - Guidance for visitors to the school

Contractors, volunteers, supply and PPA teachers or other visitors working one-to-one with pupils, or with whole classes

- Sign in as usual
- Wash hands / sanitise hands
- **It is essential that contact details include a personal contact number.** These will be retained for 21 days before being securely disposed of in line with GDPR expectations.
- **Maintain 2m distance from all staff**
- **Maintain 2m distance from all pupils - where this is not possible, maintain at least 1m distance and use additional measures to reduce risk.**
 - Additional measures to reduce risk:
 - Minimum length of time spent in close proximity to pupils
 - Sit alongside pupils rather than opposite them
- Work with children in a well-ventilated space with doors and windows open.

3rd party organisations using the school outside of usual school hours e.g. wrap around club - Sports Cool - must provide school with their own risk assessment to indicate how they intend to address the risk of spreading the coronavirus (Covid-19) at least 2 weeks before letting are due to commence. This risk assessment must follow all relevant government guidance.

Appendix 2 – Working principles

When working or meeting in the school, the following principles are expected to be followed by all children and adults present.

Moving around the school

Keep left!

Ventilation

Must be ventilated - Windows opened wherever possible and doors hooked or wedged open.

If it is not possible to ventilate space, consider whether an alternative location is available.

Where possible, making use of outdoor spaces for discussion and learning activities is the best solution.

Maintain 2m distance between all children and adults

Where this is not possible, maintain at least 1m distance and put in place additional measures to reduce the risk of spreading the virus, e.g. minimising the length of time in close proximity and not being face-to-face with the other person.

Group work in class

It is possible to work with children in groups so long as the following conditions are observed:

- Participants should not sit face-to-face as this is considered direct contact and will require all members of the group to self-isolate if a member of it develops coronavirus (Covid-19) symptoms.
- There must be sufficient space in locations used for group work to enable at least 1m distance to be maintained between all participants.
- Groups should be together for no longer than 15 minutes at a time.
- Locations used for group work must be well-ventilated.

Regularly wash hands

Practice good respiratory hygiene - 'Catch it, bin it, kill it'

Avoid touching your mouth, eyes and nose.

Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand.

Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use hand sanitiser.

Regularly clean all frequently touched surfaces.

Including but not limited to:

- door handles
- handrails
- table tops
- play equipment
- toys
- electronic devices (such as iPads, laptops, and staff mobile phones if used during break times)

Clean locations before and after using

When moving to a new location in the school, please ensure that surfaces and chairs are sanitised before and after use.

When cleaning, use the usual products, such as detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.

Meeting with Parents

This is to be done over the phone or Class Dojo only. Where this is not possible, parents are to be reminded of the rules of any visitor to the school.

Appendix 3 - what happens if someone becomes unwell with a new, continuous cough or a high temperature

Developing coronavirus (Covid-19) symptoms

- Pupils, staff and other adults MUST NOT come into the school if they have coronavirus (Covid-19) symptoms - *A new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell* – or [have booked a Covid test](#).
- Anyone developing these symptoms during the school day will be sent home and must follow the 'stay at home guidance for households with possible or confirmed coronavirus covid-19 infection', which sets out that they must:
 - Self-isolate for [10](#) days
 - Arrange to have a test to see if they have the coronavirus (Covid-19)
 - Have other members of their household (including any siblings) self-isolate for 14-days from when the symptomatic person first had symptoms

Procedure for sending a child home

- A member of the office staff will call the child's parent, informing them that they have developed possible coronavirus (Covid-19) symptoms and ask them to collect their child immediately.
- When the parent collects the child, they must be provided with a copy of 'Actions to take after developing coronavirus symptoms' information sheet. Where it is believed, that there may be a barrier to a child being tested for the coronavirus (Covid-19), we will provide the parent with a home testing kit when they collect their child. We will, however, stress that testing site is a preferable option to using a home testing kit as it gets a quicker result.
- The child should be moved to Mr Meaby's office, with the door closed and the window open, with appropriate adult supervision. The member of staff supervising the child must maintain 2m distance from the child.
- If a distance of 2-m cannot be maintained while caring for the child, PPE (disposable apron, gloves and face mask) must be worn by the supervising member of staff while they await collection.
- If the child needs to go to the bathroom while waiting to be collected, they should use a staff toilet. After use, a 'Do not use sign' must be put on the main toilet door and the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (covid-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing infection on to other people. See the [Covid-19: cleaning of non-healthcare settings guidance](#).
- To dispose of waste from people with symptoms of coronavirus (covid-19), such as disposable cleaning cloths tissues and PPE:
 - Put it in a plastic rubbish bag and tie it when full

- Place the plastic bag in a second bin bag and tie it
- Put it in a suitable and secure place marked for storage for 72 hours
- This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.
- storing for 72 hrs saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

Document Version Control and History

Version	Date	Author	Approved by	Changes
V1	4 September 2020	Malcolm Meaby	The Head teacher (Malcolm Meaby) and the Chair of the Governors (Celia Billington)	<i>First version</i>
V2	12 th November 2020	Malcolm Meaby	The Head teacher (Malcom Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in blue font shows all new changes
V3	15 th February 2021	Malcolm Meaby	The Head teacher (Malcom Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in green font shows all new changes
V4	5 th March 2021	Malcolm Meaby	The Head teacher (Malcom Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in red font shows all new changes
V5	4 th July 2021	Malcolm Meaby	The Head teacher (Malcom Meaby), the Chair of Governors (Celia Billington) and the Health and Safety Governor (Katie Nicholson)	Text in purple font shows all new changes

V6	2 nd September 2021	Laura Webb	Head of School (Laura Webb), the Chair of Governors (Celia Billington)	Adapted and changed to meet the requirements for September 2021.
----	--------------------------------	------------	--	--