


**Peterborough Diocese Education Trust**

**Covid-19 Risk Assessment for PDET Schools (revised for the full opening of schools)**

<b><u>Name of school:</u></b>	<b><u>St Mary's CE Primary Academy</u></b>
<b><u>Name of person completing the risk assessment:</u></b>	<b><u>Erica holt</u></b>
<b><u>Signed:</u></b>	
<b><u>Date completed:</u></b>	<b><u>10.7.20</u></b> <b><u>11.9.20 Reviewed</u></b> <b><u>30.10.20 Reviewed</u></b> <u>7.11.20 Reviewed</u> <u>30.12.20</u> <b><u>14.1.21</u></b>

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness.

Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk based approach to support staff in their roles.

DfE guidance in relation to the full opening of schools states that, given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). The guidance explains the steps schools need to take to reduce risks still further. This risk assessment is based on that guidance.

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- PPE does not negate the need for appropriate and advised social distancing and hand and respiratory hygiene.
- It is necessary to remain alert and continue to recognise that all staff and pupils could be potentially carrying Covid-19.

The national guidance and response requires that where possible we should continue to: **Stay Alert**

The government is asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back.

Potential Hazard	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School assessment of the level of risk (Low, medium, high) and actions undertaken to mitigate the risk
Covid-19	Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of covid-19	Employee, visitors, agency staff, pupils, member of the public	<p>All staff to keep themselves updated and follow the latest Government guidance for schools and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">In particular staff should be familiar with the Guidance for full opening - schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Copies of guidance been sent to all staff. Staff to confirm receipt of document by Wednesday 15.7.20.</p> <p>Staff updated in weekly briefings and any changes/new information distributed in meetings from 1.6.20 these meeting will continue in new academic year.</p>	Low risk

			<p>Fortnightly reminder to staff of information regarding virus symptoms, school expectation to reduce transmission and any updates starting wb 4.1.21</p> <p>Teaching staff</p> <p>TA staff</p> <p>Office and site staff</p> <p>Lunchtime staff</p>	
Covid-19	Contagious people coming into school leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	<p>To help ensure that the risk of virus spread is as low as possible, the school will inform staff, parents and potential visitors, including customers and contractors, not to enter the school if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating.</p> <p>Anyone showing the symptoms (new continuous cough a high temperature or loss of taste and smell) should not come to work, obtain a test and should follow the relevant government protocols at home, before coming back to work, this will last at least 7 days in the event of a positive test.</p> <p>Staff informed to contact NHS for test appointments if displaying any symptoms and not to return until received a negative result.</p>	

			<p>School to follow test and trace protocols following staff displaying symptoms-5.6.20</p> <p>Staff informed June 2020.</p> <p>Staff reminded of Track and Trace information in staff information document and meeting 15.7.20</p> <p>Staff currently off sick or shielding contacted for 1:1 meetings by SLT by Friday 17.7.20 and virtual meetings held.</p> <p>One to one meeting for clinically vulnerable staff to assess any further safety measures that can be reasonably implanted. TA not to be on door at beginning and end of day.</p> <p>Visitors information leaflet provided prior to visiting the school or on entry.</p> <p>Staff reminder of track and trace wb 4.1.21</p> <p>If staff unwell need to be advised to have test if unsure of symptoms wb 4.1.21</p> <p>Process for collecting a child due to illness or an existing appointment during the school day is established and shared.</p>	
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			<p>Parents informed of process in return to school document to be distributed by Friday 17.7.20. Documents redistributed to parents electronically 25<sup>th</sup> August.</p> <p>Children will be collected from spare Year 3 classroom. Family informed to register for test. Family given school test and trace information pack. Child is not to return to site until negative result has been received and school informed.</p> <p>Anyone living in a household where someone is showing symptoms should stay at home for 10 days. If they then become ill they must continue to isolate for at least 10 days from when they first showed their own symptoms.</p> <p>School to follow guidance and inform staff/pupil to follow government/DFE guidance to self-isolate. Staff/pupil not to return until period of self-isolation has expired.</p> <p>Work to be undertaken will be initially prioritised, based on its importance to the school and being able to assist with potential critical functions during the covid-19 outbreak.</p>	
Injury during travel and whilst onsite.	Increased pressure on an	Employee, pupil, visitors, agency staff	Overnight Visits for groups of pupils are currently against DfE guidance, although day visits with appropriate Covid 19 controls are possible.	Low risk

	already stretched NHS		<p>Where playground equipment is in use this should be 'more frequently cleaned'</p> <p>Each bubble has own designated playground equipment bag. Equipment cleaned after each playtime.-in place since 1<sup>st</sup> June 2020</p> <p>Large outdoor fixed play equipment taped off so pupil cannot access- in place 1<sup>st</sup> June 2020</p> <p>Water fountains covered to prevent pupil use. Pupils informed to bring in named water bottles.</p> <p>Site supervisor to do daily checks, inform SLT and address any identified issues- in place since 1<sup>st</sup> June 2020</p> <p>Weekly meeting with site supervisor to review any work that needs completing.</p>	
Transmission of Covid-19 via arrival at school	Increased transmission of virus on arrival at the school premises	Employee, visitors, agency staff, member of the public Pupils.	<p>Staff and pupils will be encouraged to consider how they travel to school (following government guidance), and reduce any unnecessary travel on coaches, buses or public transport. Walking, cycling and individual use of cars to be encouraged.</p> <p>Where home school transport is mandatory, plans and risk assessments will take place with the local authority and</p>	Low risk

			<p>transport providers. Taxis informed of new drop off and pick up sites from September 2020.</p> <p>Signage will be made available to encourage people to remain in their vehicle on arrival and call reception rather than wander around the site.</p> <p>Additional signage around site-playground fire drill markings, entrance/exit signs, one-way system, sinks, covid toilets. -in place from 1<sup>st</sup> June and renewed from September 2020.</p> <p>Site supervisor to do a review of current signage by 17.7.20 and any additional signage in place by 2<sup>nd</sup> September 2020, October 2020 , wb 4 January 21</p> <p>New signage on entrances to site regarding 2 m social distancing, including main entrance and 2 entrance gates, arriving no more than 2 minutes before entrance time, 1 adult on site</p> <p>Visitors information leaflet provided prior to visiting the school or on entry.</p> <p>Hand washing or sanitiser hands on arrival by pupils to be supervised by staff</p>	
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			<p>Handwashing and sanitising on arrival in place from 1<sup>st</sup> June 2020. Staff allocated to supervise pupil handwashing and sanitising from 3<sup>rd</sup> September.</p> <p>Daily reminders of handwashing and social distancing for children.</p> <p>Weekly reminders in staff meetings.</p> <p>Sanitiser will be available at Reception Desk for any school visitors and is part of the signing in protocol. Visitors information leaflet at sign in desk.</p> <p>Processes and procedures are established and shared with Parents for pick up and drop off arrangements. These are to be staggered to avoid mixing between groups.</p> <p>2 entrances onto site with one-way systems to enter and exit site.- 25 children per gate entrance for each 5 minute slot</p> <p>5 minute staggered start with designated time slots from 8.30-9.00</p> <p>5 minute staggered finishes with designated time slots from 2.45-3.15</p>	
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			<p>If families have more than one child the eldest child will be dropped off/picked up first and then they drop off/pick up the younger child/children following the one way system.</p> <p>Parents informed of start and finish times via electronic messaging (text and email) by 17<sup>th</sup> July and 25<sup>th</sup> August.</p> <p>Only 1 adult to accompany children/children on site. 4.1.21</p> <p>One way system for outside Year 1/ 2 block for dropping off and pass through</p> <p>Parent information letter of updates to dropping off / picking up school expectations wb 4.1.21</p> <p>Weekly parent updates in school newsletter 11.1.21</p>	
Transmission of Covid-19 via within school building	Increased transmission of virus within the school premises	Employees, pupils, visitors, agency staff	<p>Response to Increased Transmissibility</p> <ol style="list-style-type: none"> <li>1. Reduce the potential spread of infection within the school community: <ul style="list-style-type: none"> <li>• Staff encouraged to wear masks in all shared / communal areas and the use of face visors in classrooms.</li> <li>• Increase ventilation where possible to the maximum and request:</li> <li>• Parents send their children dressed as if they were going to spend the day outside.</li> <li>• Staff to wear appropriate clothing for</li> </ul> </li> </ol>	Low risk

			<p>outdoors.</p> <ul style="list-style-type: none"> <li>• Rigidly enforce bubbles, reducing the movement of staff between bubbles wherever possible.</li> <li>• Rigidly enforce social distancing for staff - staff and staff - pupil.</li> <li>• Treat any incident of a child being ill as a potential Covid case: isolate and request parents to collect. (We are now aware that a broad range of symptoms including headache and feeling sick can be indicative of infection).</li> <li>• Treat incidents of staff illness as a potential Covid case until informed otherwise</li> <li>• Inform parents and any visitors that they must wear masks entering the school grounds or in close proximity to the school gates.</li> </ul> <p>2. Reduce the risk of potential infection for staff and pupils classed as CEV:</p> <ul style="list-style-type: none"> <li>• <b>Staff</b> who are clinically extremely vulnerable are to work from home wherever possible and must not attend the work place. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</li> <li>• <b>Pupils</b> who are still deemed clinically extremely vulnerable are not to attend school.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> </ul> <p>3. Reduce the risk of potential infection for pregnant staff:</p> <ul style="list-style-type: none"> <li>• <b>Pregnant staff (third trimester):</b> from 28 weeks' gestation should work from home.</li> <li>• <b>Pregnant staff with underlying health conditions at any gestation:</b> should work from home.</li> <li>• All pregnant staff should be risk assessed as per previous guidance.</li> </ul>	
Inadequate implementation of social distancing at school	People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employee, visitors, agency staff, member of the public, Pupils	<p>Plan is in place to ensure that each class/group of children is staffed appropriately, minimising adults and children mixing with different groups.</p> <p>Phase bubbles of</p> <p>Eyfs-45 pupils</p> <p>Year 1/2 -90 pupils max</p> <p>Year 3/4 -90 pupils max</p> <p>Year 5/6 - 100 pupils</p>	Low risk

			<p>EYFS bubble in EYFS base - 45 pupils with 2 teachers and 2 TAs.</p> <p>Induction for any children starting after beginning of term- 3.9.20.</p> <p>Introduction of phase bubbles for lunch times and play times from week beginning 22.9.20</p> <p>Handwashing on arrival, after playtime, at lunchtime before lunch, on re-entering building after lunch.</p> <p>Playground to be split by cones so each phase has own area including EYFS children from 4.1.21</p> <p>Adults to maintain a 2m distance from pupils as far as possible.</p> <p>Groups will have their own base room separate to other groups. Pupil desks to be arranged face front in pairs to reduce possibility of face to face contact.</p>	
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		<p>All pupils to have own stationary pack.</p> <p>Children have named equipment packs. Each class has own equipment to minimise any sharing of equipment. Any equipment to be shared such as IT needs to be quarantined for 72 hours and cleaned before used by another bubble. Cleaning logs signed by staff after use.</p> <p>Cleaning logs monitored by SBM weekly including cleaning staff, site supervisor and classes wb 4.1.21</p> <p>Remote learning packs are quarantined once returned to school office for 72 hours.</p> <p>Classes to be located in designated classrooms with designated intervention spaces.</p> <p>Review of Key Stage 1 cloakroom spaces by 17.7.20. Any adaptations implemented by 1.9.20.</p> <p>Records to be kept of pupils and staff within groups and any close contact that takes place between children and staff in different groups</p> <p>Movement around the school to be staggered in line with the need to have staggered start times, breaks and lunch times.</p> <p>Staggered lunch hall times with 2 halls utilised to accommodate 1 bubble each at a time. Halls to be cleaned down before next bubble uses space. 3 Yr1/2 classrooms</p>	
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			<p>used for lunches- Lunches to start 11.30-1.30 and staggered playtimes in designated spaces/times.</p> <p>11.30-EYFS Hall- Y1/2 designated outside space</p> <p>12.00 Y1/2 hall/ -EYFS designated outside space</p> <p>12.00 Y3/4 designated outside space</p> <p>12.30 Y3/4 hall- Y5/6 designated outside space</p> <p>1.00 Y 5/6 hall</p> <p>Playground / field to be zoned.- only 1 bubble accessing a designated space at a time through staggered playtimes. In place from 1<sup>st</sup> June.</p> <p>Maximise opportunities for Learning Outdoors and PE should take place outdoors where possible.</p> <p>Whole School / Year group Assemblies should not take place and singing as a group activity can take place following latest guidance in a well-ventilated room December 20. Virtual whole school and class collective worships to take place.</p> <p>Lunch times, break times, and movement around the site will be staggered to reduce gatherings.</p> <p>1.6.20 wet lunchtimes plan currently in place revised by SLT and shared with staff training day 1.9.20.</p>	
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			<p>Everyone will be either taught or asked to follow social distancing guidelines.</p> <p>Social distancing games/activities regularly-weekly with children from 3.9.20</p> <p>Socially distance induction for any children starting after beginning of term- 3.9.20.</p> <p>Socially distanced fire drill completed wb 7.9.20, wb 4.1. 21</p> <p>Review behaviour policy updated (25.5.20) and amend as appropriate. Share revised behaviour expectations with staff 15.7.20 and 1.9.20. Share with parents by 17.7.20.</p> <p>Behaviour Policy to be reviewed by 15.7.20 and shared with staff and parents by 17.7.20 and published on website.</p> <p>From 1.9.20 behaviour policy shared with parents as part of induction process.</p> <p>Identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>• At risk of exclusion</li> <li>• In need of early help</li> <li>• Have additional needs such as behaviour, sensory impairment etc.</li> <li>• Exhibiting mental health and well-being issues</li> <li>• In need of bereavement counselling</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Meeting the social care thresholds</li> </ul> <p>Individual support plans and risk assessment for identified pupils implemented for all key pupils who have returned since 1.6.20. Individual support plans and risk assessments reviewed September 2020. Reviewed plans to be shared with families by 18<sup>th</sup> September 2020. Reviewed by SENCO 14.1.21 and shared with parents</p> <p>Meetings with professionals will have be completed to advise on requirements for transition for individual identified pupil by 17.7.20.</p> <p>Individual plans for key children who have not yet returned to be shared with families by 17.7.02.</p> <p>Risk assessments for identified children, including EHCP and SEND pupils, to be completed by 11.9.20. Shared with families by 18.9.20.</p> <p>Unnecessary sharing of offices will be avoided, where staff share offices room layouts will be adjusted to avoid staff facing each other</p> <p>SBM/DH office reorganised- only 2 working in office at a time 4.1.21</p> <p>When indoor seating in the same office space is necessary, seating to be arranged 2m apart. Good ventilation required when sharing internal spaces.</p>	
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			<p>Separated toilets will be used where possible – Different groups to utilise different toilets where possible.</p> <p>Designated toilets for bubbles to reduce social contact.</p> <p>One-way routes in narrow corridors started 1.6.20.</p> <p>Staff meetings to occur in appropriate socially distanced spaces such as school hall or class room.</p> <p>Staff training and briefings virtual where possible 4.1.21</p> <p>Only one member of staff at photocopier at a time</p> <p>Staff room chairs 2 metres socially distanced</p> <p>Staff room only staff from 1 bubble at a time</p> <p>Lunchtimes 11.30 EYFS, 12.00 Y1/2, 12.30 Y3/4, Y5/6</p> <p>Staff to ensure surfaces cleaned down before and after use</p> <p>Unnecessary staff gatherings will be avoided.</p>	
Consultation with staff	Staff made aware of implications for them	Staff	<p>Staff meetings held prior to reopening (in person or virtually) to share expectations with all staff and to address concerns</p> <p>Staff meetings with Teachers and TAs held 8.7.20 to begin to share expectations</p>	Low risk

			<p>Staff meeting for Teachers and TAs on 15.7.20 to share expectations.</p> <p>Wb 4.1.21 fortnightly reminder of expectations and opportunities for staff to share concerns</p> <p>Staff meeting for Office, Site lunch and pastoral staff on 15.7.20 to share expectations</p> <p>Staff at home because shielding or sick be contacted by SLT to share expectations by 17.7.20</p> <p>Training day meeting with staff to go through expectations 1<sup>st</sup> September</p> <p>Regular meetings timetabled to allow staff opportunities to express concerns-Weekly staff meetings been in place from 1<sup>st</sup> June and will continue from 1<sup>st</sup> September.</p> <p>Access to well-being and mental Health support communicated and shared with staff. Staff been given counselling service number in staff covid guidance 22.5.20 and information will be included in new covid staff information document to be distributed to staff by 17.7.20.</p> <p>New staff well-being service from 1.9.20 SchoolsUK, <a href="mailto:wellbeing@schoolsuk.com">wellbeing@schoolsuk.com</a> 0113 216 1144</p>	
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			<p><u><a href="#">Staff and visiting group leaders to be aware of key national guidance for school/education settings.</a></u></p> <p>Staff have been informed to speak to SLT immediately if they have any concerns from 1<sup>st</sup> June 2020. Staff to be reminded wb 13.7.20 and training day 1<sup>st</sup> September</p> <p>All staff are now able to attend school, even if previously shielding. Please refer to: <a href="https://www.gov.uk/government/publications/guidance-on-shielding">https://www.gov.uk/government/publications/guidance-on-shielding</a></p> <p>Individual staff risk assessments reviewed and updated.</p>	
Poor hand & respiratory hygiene	Poor hand & respiratory hygiene leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	<p>Follow Hand Washing protocol at appendix 1 below <u><a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></u></p> <p>Soap and water, and regular hand washing for at least 20 seconds, is the best way of staying safe. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.</p> <p>Hand washing taught in each bubble daily from 3.9.20</p> <p>Children to be supervised by staff when handwashing/sanitising.</p> <p>Handwashing signage around site from 1.6.20. Site supervisor to review and inform SLT of any additional</p>	Low risk

			<p>signage required for 1.9.20 by 16.7.20. New signage to be in place for 1.9.20</p> <p>Additional sanitiser stations placed around in halls and corridors.</p> <p>Children to sanitise hands when coming in on arrival, after playtimes, at lunchtimes as enter lunch hall and at end of lunchtimes</p> <p>If staff move from one bubble to another they need to sanitise/wash hands</p> <p>Staff, visitors and pupils should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, at the end of breaks, before and after eating, and after sneezing or coughing.</p> <p>Staff assigned to refill soap dispensers throughout the day.</p> <p>Any additional soap and towels ordered site supervisor as required. Staff informed to tell site supervisor if stocks running low.</p> <p>Ensure, as far as possible that hand sanitiser is available. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p>	
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			<p>Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) <b>Staff allocated to handwashing supervision/ sanitiser duty.</b></p> <p>Coughs and sneezes to be caught in tissues. Bins for tissues should be emptied throughout the day. <b>Children taught to use tissues for coughs and sneezes daily. Each class has tissues available. Each class to have boxes of tissues.</b></p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice, or may find frequent hand washing distressing. Staff should know where this is likely to be the case, and how they can best support individual children and young people.</p> <p>Rooms ventilated by opening doors and windows at lunchtimes and end of school day</p> <p>Hall ventilated at lunchtimes by external doors remaining open</p>	
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<p>Surfaces contaminated with Covid-19</p>	<p>Increased transmission of covid-19 via surface – face contact</p>	<p>Employee, visitors, pupils, agency staff, member of the public</p>	<p>Regular points of contact such as door handles, push plates, code pads and WC levers should be cleaned regularly unless it is already known (with certainty) that the building has not been in use for 48hrs.</p> <p>Site supervisor to provide additional cleaning of contact points once a day. Contact points cleaning recorded in daily cleaning log.</p> <p>Cleaners to clean contact points at end of day. Contact points cleaning recorded in daily cleaning log.</p> <p>It should be assumed this is not the case unless there is knowledge to the contrary.</p> <p>Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include:</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Desks, table tops</li> <li>• Toys</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Teaching equipment/resources</li> <li>• Bannisters</li> <li>• Light switches</li> <li>• Books</li> <li>• Toilets</li> <li>• Sinks</li> <li>• Use of disposable cloths</li> </ul> <p>Site supervisor to clean regular points of contact once during day</p> <p>Daily additional cleaning capacity in place through use of teaching and support staff available in classrooms for desks. Daily logs kept in classes.</p> <p>SBM to monitor cleaning logs weekly wb 11.1.21 on Mondays</p> <p>Additional cleaning materials in all class bubbles and PE cupboard from 1<sup>st</sup> September.</p> <p>Where playground equipment is in use this should be subject to 'more frequent cleaning' i.e. cleaning between use by different bubbles,</p> <p>Each bubble has had designated play equipment pack started from 1.6.20-continued in September.</p> <p>Pupils have own named resource packs started from 1.6.20- continued in September.</p>	
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			<p>Maximise opportunities for Learning Outdoors.</p> <p>TAs cleaning group equipment after each play time and end of day in place from 1<sup>st</sup> June</p> <p>Classes and staff in new build notified to move around the outside of the building in place from 1<sup>st</sup> June-continued in September 2020.</p> <p>Deep clean the kitchen prior to reopening before food preparation resumes. Kitchen has been open throughout lockdown. <b>ABM caterers carried out kitchen deep clean before 1.9.20</b></p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p>	
Intimate care and minimising the risk of Covid-19	Intimate care procedures leading to increased transmission of covid-19	Employee, visitors, agency staff, member of the public, Pupils	<p>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on <a href="#">social distancing, hand washing and other hygiene measures</a>, and <a href="#">cleaning</a> of surfaces.</p> <p>If you are not providing intimate care to someone, PPE is <b>not</b> needed.</p>	Low risk

			<p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</p> <p>2 pupils in September will need support. Consultation has taken place with NHS staff to ensure staff still qualified to carry out catheters in September. School TAs have been consulted about who still feels confident to carry out catheters in September with responses by 17.7.20. Staff rota to be created for September. New training booked for Autumn term with NHS staff. Training took place in October and December 20.</p> <p>New individual face masks purchased for each TA carrying out personal care. Aug 20.</p> <p>Procedures already in place using PPE for these pupils. Pupils individual plans to be implemented from 1.9.20 following PPE.</p>	
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**Suggested protocol for the use of PPE (Based upon Public Health England Guidelines).**

Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances.

	<b>Category</b>	<b>PPE Requirements</b>	<b>Educational Setting</b>
<b>1</b>	Staff / Pupil interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii).  No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example, Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
<b>2</b>	Staff / pupil interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols.  Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self-medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
<b>3</b>	Prolonged/intimate (v) physical contact is required between member of staff and Pupil.	Close adherence to hand and respiratory hygiene protocols.  PPE required - Disposable gloves, disposable apron, sessional surgical facemask, (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately (vii).	Anyone who is symptomatic should not be in a childcare or school setting. However, if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.

NB: This summary relates to PHE's COVID-19: infection prevention and control, last updated 18th June 2020

Review above table alongside appendix 2

In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings **will only be required for momentary use** and not for long period of time.

When essential travel in a vehicle is required	Sharing a vehicle where social distancing is not possible leading to increased transmission of covid-19	Drivers, Pupils and accompanying staff	<p>When having to travel for business only travel when this is essential.</p> <p>Where using a car is essential involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle.</p> <p>Staff where possible should use their own vehicle</p> <p>Staff should only share a vehicle with a pupil as an absolute last resort. (e.g. Emergency response).</p> <p>If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc. with an antibacterial wipe (dispose of the wipes by double bagging) and open windows.</p>	Low risk
Increased lone working	Becoming injured when help is not at hand	Employees and contractors	Many social distancing measures result in an increase in lone working, something that is usually minimised.	Low risk

			<p>If you are lone working it is important to follow lone working guidance and ensure a buddy system is implemented and you are in regular contact re your whereabouts.</p> <p>Staff lone working to inform SLT on they are site.</p>	
Managing risk if an individual displays symptoms	Proximity to a person displaying covid-19 symptoms leading to increased transmission of covid-19	Employee, pupils, agency staff, member of the public	<p><a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a></p> <p>Identified room has been located enabling the contagion be contained, if required.</p> <p>Empty Year 3 classroom used as Covid isolation room from 1<sup>st</sup> September. Window to be opened and staff member to put on PPE and remain with child. Signage on walls and information already distributed to staff on how to put on PPE and take off PPE 25.5.20. Redistribute information for putting on and taking off PPE with staff information by 17.7.20.</p> <p>If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough, a high temperature of loss of taste or smell in an education setting they must be sent home, advised to arrange a test and follow the <a href="#">staying at home guidance</a>.</p>	Low risk

			<p>If an affected person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. If they are a child, depending on the age of the child appropriate adult supervision may be required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area, which is at least 2 metres away from other people.</p> <p><b>Lidded bin in all rooms 1.9.20.</b></p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p><b>Year 3 toilet facilities to used if needed. If used Covid out of use signs put up to prevent toilets being used by anyone else before cleaning. Toilets cleaned immediately after child leaves building using appropriate PPE.</b></p> <p>Wider testing is now available for anyone showing symptoms over the age of five years.</p>	
Deliveries and Maintenance on school sites	Increased number of people onsite leading to increased		<p>Only essential repairs and maintenance work should be carried out</p> <p>Deliveries that need to be handled immediately should be sanitized with wipes before taking them inside the premises</p>	

	transmission of covid-19		Deliveries to be handled by site supervisor and office staff. Deliveries to sanitized appropriately.	
School full or partial closure	Not sufficient staff available on site	Employee, visitors, agency staff, Pupils	<p>Address the safety risk posed by limited staffing:</p> <p><b>1. For each bubble:</b></p> <ul style="list-style-type: none"> <li>• Risk assess if sufficient staff are available on site for each bubble.</li> <li>• Inform the Central Executive Team (CET) when staffing levels are deemed too low in a specific bubble.</li> <li>• Take appropriate action <b>i.e. partial closure</b>, in line with CET advice.</li> <li>• Inform parents and implement remote learning immediately.</li> <li>• Provide on-site provision for children identified as vulnerable or those of key worker parents</li> <li>• Ensure a DSL is contactable at all times.</li> <li>• Ensure a First Aider is on site at all times. (A Paediatric First Aider should be on site when EYFS children are present. If this is difficult, contact the CET to discuss.)</li> <li>• Review partial closure on a day by day basis to ensure this is for as short a period as possible.</li> </ul> <p><b>2. For the whole school:</b></p> <ul style="list-style-type: none"> <li>• Risk assess if sufficient staff are</li> </ul>	Low risk

			<p>available on site.</p> <ul style="list-style-type: none"> <li>• Inform the Central Executive Team (CET) when staffing levels are deemed too low in the whole school.</li> <li>• Take appropriate action <b>i.e. full closure</b>, in line with CET advice. - Inform parents and implement remote learning immediately.</li> <li>• Provide on-site provision for children identified as vulnerable or those of key worker parents.</li> <li>• Ensure a DSL is contactable at all times.</li> <li>• Review full closure on a day by day basis to ensure this is for as short a period as possible.</li> </ul>	
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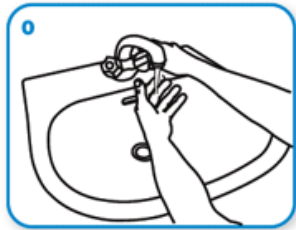


## **Appendix 1: Clean hands protect against infection (WHO protocol)**

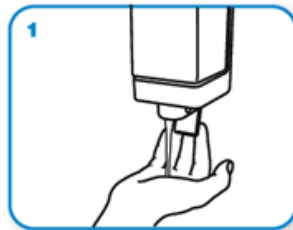
Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based hand rub if you don't have immediate access to soap and water.

How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



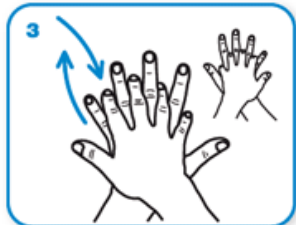
Wet hands with water



apply enough soap to cover all hand surfaces.



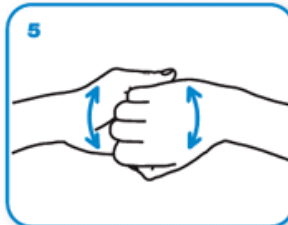
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



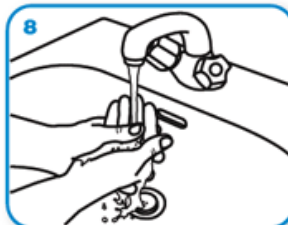
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



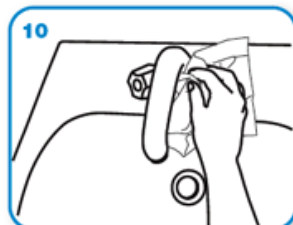
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

i.	Handwashing Protocol	Attached at appendix 1 above <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a>
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. <a href="https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public">https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public</a>
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipmentppe#section-6">https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipmentppe#section-6</a>
v	Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. <a href="https://www.gov.uk/government/publications/covid-19-personalprotective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personalprotective-equipment-use-for-non-aerosol-generating-procedures</a> <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a>
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.

viii	Shielded person	Definition at appendix 3.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	<a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuknotifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304cf38d248abba&amp;utm_medium=email&amp;utm_campaign=govuknotifications&amp;utm_content=immediate</a>

### **Appendix 3**

People falling into this **extremely vulnerable group** include:

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer □ people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.

6. Women who are pregnant with significant heart disease, congenital or acquired.

NB: Patients should have received notification directly from the government and or their GP practice about whether they fall into this group and how to reduce their risk.