

**MIDDLETON PARISH CHURCH SCHOOL
COVID-19 RISK ASSESSMENT**



Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating**			Further Action	
	L	C	Total		
<p>Whilst national guidance from the 19th July 2021 (updated 27th August 2021) removed many of the systems of control for educational settings, school will still need to consider which measures to continue to strengthen to ensure that the spread of Covid-19 continues to be minimised.</p> <p>UPDATE FEBRUARY 2022: The Prime Minister set out the next phase of the Government's COVID19 response. The DfE updated their information in 'Schools COVID-19 Operational Guidance' and 'COVID-19: people with COVID-19 and their contacts', information that was then used to update our risk assessment. The review and subsequent control measures are highlighted in blue in this document.</p>					
<p>1. <i>Ensure good hygiene for everyone</i></p>	<ul style="list-style-type: none"> Hand hygiene - Frequent and thorough hand cleaning are now regular practice. Hand wash facilities are available throughout the school, typically in toilet areas and some classrooms. Each hand wash station is equipped with at a minimum: Soap; Disposable hand towels (Hand dryers have been disconnected to limit the risk of transmission); Water. Sanitising gel is located in each classroom and the main entrance and each staff member, pupil and visitors are required to sanitise on entry to the school. Additional hand sanitiser units are fitted around school. Staff and pupils are asked to wash their hands regularly throughout the day, typically before and after breaks, when they change rooms, lunchtimes, end of day etc. Pupils will be taught how to wash their hands thoroughly using government guidelines. Posters are installed throughout school to remind them of hand washing. These routines will be built into school culture, supported by behaviour expectations, and by helping ensure younger children, and those with complex needs, understand the need to follow them. Staff will supervise the use of hand sanitiser given risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. <p>UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school</p> <p>1. Ensure good hygiene for everyone</p> <p>Hand hygiene</p> <p>Frequent and thorough hand cleaning should now be regular practice. School staff will continue to ensure that pupils clean their hands regularly. This will</p>	2	5	10	<ul style="list-style-type: none"> Ensure posters (PHE & e-Bug) are displayed in all zones regarding the correct handwashing technique & 'Catch it, Bin it, Kill it' Revisit handwashing and routines week beginning 6/9/21 and 28/2/2022 Respiratory hygiene – for example 'Catch it, Bin it, Kill it'. For tasks where there is a requirement to work closely, such as medical or care routines with pupils, staff have access to suitable PPE such as gloves and face masks. Instruction given regarding the use of PPE. Face masks and gloves are disposable. The sharing of PPE is not permitted. <p>UPDATE 21/10/21</p> <p>Public Health letter issued advising that 'staff within primary schools wear face coverings when moving around the school and in communal areas. Staff may want to consider the use of transparent face coverings whilst interacting with students in classrooms.'</p> <p>UPDATE 30/11/21</p> <p>Where children of primary-school age are educated or cared for (which would be children who were under age 11 on 31 August 2021), we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>A face visor or shield may be worn in addition to a face covering but not instead of one. This is because</p>

be done with soap and water or hand sanitiser.

RESPIRATORY HYGIENE

- Staff and pupils instructed to sneeze or cough into a tissue which is then disposed of in a bin or if no tissue is to hand then to sneeze or cough into the crook of their elbow. Staff and pupils to then immediately wash their hands.
- Waste to be disposed of following guidance outlined in the COVID-19 Risk Assessment.
- Individual risk assessments to be completed for children who may struggle to maintain good respiratory hygiene.
- Ensure appropriate PPE (disposable face masks and gloves) are available in the school first aid kit and in the foyer at the main reception where those displaying covid-19 symptoms may be quarantined before leaving school premises.

UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school

1. Ensure good hygiene for everyone

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. School will continue to use the e-Bug COVID-19 resources for you, including materials to encourage good respiratory hygiene.

FACE COVERINGS

- The government has removed the requirement to wear face coverings in law, but experts are recommending that face coverings are worn in enclosed and crowded spaces. Some staff may choose to continue to wear a face covering in some circumstances, and school management will support their choice unless there are clear reasons why this cannot be accepted.
- Face coverings do not need to be worn outdoors.
- If school has an outbreak or a substantial increase in cases, the Director of Public Health (DPH) may advise that I should temporarily re-introduce the wearing of face coverings in communal areas by staff and visitors (unless exempt).

UPDATE 30/11/21

Safe Removal

When wearing a face covering, staff, visitors and children should: -

face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating**			Further Action
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<ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination <p>When removing a face covering, staff, visitors and children should:</p> <ul style="list-style-type: none"> wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing only handle the straps, ties or clips not give it to someone else to use if single-use, dispose of it carefully in a household waste bin and do not recycle once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them. if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric. wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>UPDATE 28/01/22: Advice received from the LA Public Health position on use of face coverings for education settings in Rochdale <i>'It is still within the gift of individual schools to retain measures where the context warrants it, and this may be specifically the case for those schools that are still experiencing high case rates, and where the school believes there is benefit in retaining face coverings in classrooms.</i> <i>The case numbers are still significantly high in Rochdale and Public Health will support those schools that wish to retain the measures at this time, and particularly where our Covid19 Duty Desk is working with schools that have those high case rates. We would encourage you to take this thoughtful approach as you prioritise continuity of education.'</i> 28/01/22 Email sent to staff to advise that wearing face coverings will be continued until February 18th at which point it will be reviewed in line with Public Health advice.</p>				

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20 January 2022

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
	<p>UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school</p> <p>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.</p> <p>Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</p> <p>A director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless exempt).</p> <p>Staff may choose to continue to wear face covering in communal areas, this personal choice will be respected.</p>				
<p>2. Maintain appropriate cleaning regimes, using standard products such as detergents</p>	<ul style="list-style-type: none"> All staff have access to suitable sanitising equipment (wipes and sprays) which are to be used to wipe down classrooms, work areas and equipment during the day. Teaching assistants will support cleaning staff in ensuring that resources are cleaned Admin, Kitchen & Site Management Staff: Good hand sanitising and washing practices to be adhered to at all time. The site manager is on site throughout the day should any emergency cleaning need to take place. All zones will receive a daily main clean (all areas), using products containing a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) All zones will receive a mini clean of bathrooms and frequently touched handles/doors by a member of the cleaning team, using products containing a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine, part way through the day. Disposable cloths and mop heads will be used and replaced after each use. Used items will be double bagged and placed in the outside waste area. School cleaners clean and sanitise all school areas, refreshment areas, wash stations and toilet facilities daily, using disposable cloths and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using a combined detergent 	2	5	10	<ul style="list-style-type: none"> Ensure cleaning/sanitation equipment is available in each classroom and for areas of regular use, i.e. photocopying stations; main reception, for wiping down areas as required. Ensure appropriate PPE (disposable face masks and gloves) are available in the school first aid kit and in the foyer at the main reception where those displaying covid-19 symptoms may be quarantined before leaving school premises. If water bottles need to be handled by staff, e.g. for refilling, staff should wash hands thoroughly before and after touch. Walkie talkies should be wiped down regularly and after each use, if it is a shared device. Maintain hygiene throughout the day, i.e. wiping down frequent touch points within the classroom; checking that children have turned off the taps; checking that toilets have been flushed (all zones); wiping down window handles; desks should be wiped regularly throughout the day. Classrooms and shared spaces, e.g. staff rooms, outside areas should be left clean and tidy at the end of every day. Laptops used for TTRockstars should be wiped down after being used.

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	<p>disinfectant solution (STA) at a dilution of 1,000 parts per million available chlorine</p> <ul style="list-style-type: none"> Should any staff, pupil, parent or visitor who recently attended school be diagnosed, or self-diagnoses with COVID-19, a deep clean of the school areas they attended will be undertaken immediately. Cleaning staff will be provided with full PPE (gloves and apron including overalls) for this task. Government guidance will be followed for cleaning these areas: - 'cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people' School will use the STA cleaner to clean these areas. 'wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished' School will use yellow bags to indicate waste from a contaminated area and store in a separate outdoor bin for 72 hours. 'using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles' School will use the STA cleaner to clean these areas. 'if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron' School will provide cleaners with goggles. <p>UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school</p> <p>2. Maintain appropriate cleaning regimes, using standard products such as detergents</p> <p>School will continue to put in place and maintain an appropriate cleaning schedule. This will include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched</p>				<ul style="list-style-type: none"> All clutter should be removed. Each zone should determine a rota for the maintenance of each area – cleaning and tidying (wiping surfaces, handles, switches etc.) The shared areas are the responsibility of all staff. Establish a rota within each zone for the use of the toilets to avoid different classes using them at the same time.

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	<p>surfaces as detailed above.</p> <p>Waste Disposal</p> <ul style="list-style-type: none"> The cleaners and site manager will dispose of all possible COVID-19 related waste from the indoor school environment immediately. Should these staff members be unable to, SLT will action. This waste will be stored safely in the isolated bin, which is in area not accessible by children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. <p>Waste will be...</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. This should be put in a suitable and secure place and marked for storage until the individual's test results are known – there is a separate bin in the waste area for this. 				
2. Keep occupied spaces well ventilated	<p>The school will be, well-ventilated and a comfortable teaching environment will be maintained. This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <ul style="list-style-type: none"> Air conditioning units are NOT centralised ventilations systems so can be used. Toilets: windows will be kept open to allow natural ventilation wherever possible In smaller classes, clean air units will be used 	2	5	10	Co2 monitors distributed around school (autumn 2)

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<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) Providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Social distancing to be maintained between staff (where possible) <p>UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school</p> <p>3. Keep occupied spaces well ventilated</p> <p>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>School has identify any poorly ventilated spaces as part of your risk assessment and taken steps to improve fresh air flow in these areas.</p> <p>-Staff Hub in Zone 3, Computer suite and office in Zone 1</p> <p>Actions: CO2 monitor in place and air filtration machine. Poster to ensure doors are kept open when in use on display.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>CO2 monitors have been placed around school, so staff can quickly identify where ventilation needs to be improved and take immediate action.</p>				

<p>3. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19</p>	<p>All staff have been instructed not to attend work if feeling unwell.</p> <p>Asymptomatic Testing Testing remains important in reducing the risk of transmission of infection within schools. Staff advised that, in line with guidance, the LFD tests are optional. Staff should continue to test twice weekly. School will be prepared in line with the 'Outbreak Management Plan' to step measures up or down, depending on local circumstances and guidance from Public Health England.</p> <p>Symptomatic When someone develops symptoms (however mild they may be), they should not come into school. They should isolate at home and seek a Polymerase Chain Reaction (PCR) test as soon as possible. If someone develops symptoms whilst in school, they will be safely sent home to isolate and book a PCR test.</p> <p>Any child awaiting collection will be taken to the small foyer outside main reception, with the door open to aid ventilation, in order to be isolated from others. The member of staff accompanying them will ensure that a 2 metre distance can be maintained, if not they will wear full PPE. If weather permits, they will wait outside the Reception door. If they need to use the bathroom while they are waiting to be collected, they will use the 'Zone 4' toilet, which will then be thoroughly cleaned and disinfected after use. For anyone with symptoms, they should avoid using public and school transport and, wherever possible, be collected by a member of their family or household.</p> <p>The individual should follow the national 'Stay at Home' Guidance for people with possible or confirmed Covid-19 infection.</p> <p>Update 30/11/21 All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test.</p> <p>Update 08/12/21 They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. The Government plans to introduce daily contact testing as soon as possible as an alternative to self-isolation for contacts who are fully vaccinated or under the age of 18 years and 6 months. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the</p>	2	5	10	<ul style="list-style-type: none"> School to ensure adequate staffing arrangements for any staff member who may test positive with the Rapid Self testing kits. Following notification of a confirmed case of Covid-19, school will send out a 'Warn & Inform' letter to the class/es affected. Update: 07/01/22 'Warn & Inform' letter revised.
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Omicron variant of COVID-19. For everyone else, isolation rules are unchanged. Individuals are not required to self-isolate if they live in the same household as someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant.

Probable and Confirmed Positive Case

Parents should inform school of confirmed cases either by PCR or Lateral Flow Device (LFD) test. As previously, people who test positive on a LFD test must isolate immediately and are required to have a confirmatory PCR test.

Update January 2022: Confirmatory PCR tests

Staff, parents and children should follow the latest government guidance on confirmatory PCR tests in Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) following a positive LFD test.

Update 22/12/21

Since Wednesday 22nd December, the 10 day self-isolation period for people who record a positive PCR test result for Covid-19 has been reduced to 7 days in most circumstances, unless there are reasons that an individual cannot test. Staff and children may now take lateral flow tests on day 6 and day 7 of their self-isolation period. Those who receive negative results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these tests results are negative and the individual does not have a high temperature, then the self-isolation period can end after the second negative test result. Staff and children can return to school from day 8.

In a situation where someone is symptomatic but is unable to take a test a full 10 day period of isolation will need to be completed. Further information is available in the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

Update 17/01/22 Advice received from the LA

Previously, the guidance for mass asymptomatic testing in schools using LFD has advised that individuals who are within 90 days of a positive PCR should not take an LFD or PCR tests.

However, because we know that people can be infected with the omicron variant even when they have had a previous covid-19 infection, individuals are

advised to continue with contact or school LFD testing once they have finished their isolation period. The UKHSA has advised that, as LFD tests correlate with infectiousness, they are unlikely to pose a problem if used within the 90-day period after an individual has recovered from an infection.

PCR tests should only be taken if the individual develops new symptoms.

This applies to all staff and eligible students participating in routine testing. The guidance for other groups who participate in regular asymptomatic LFD testing is kept under review and any changes will be communicated accordingly

Contact Tracing

School will no longer be required to carry out routine contact tracing as close contacts will be traced by the NHS Test and Trace Service. The NHS Test and Trace Service will speak with the case, or the case's parent or legal guardian to identify close contacts. Contacts in setting will only be traced by the NHS Test and Trace Service where the case or the parent/legal guardian of the case identifies the individual as having close contact. With close contact being defined as:

a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:

- being coughed on, or
- having a face-to-face conversation, or
- having skin-to-skin physical contact, or
- any contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for Covid-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

School will not routinely be contacted to provide details of close contacts. The school may be contacted in exceptional circumstances to help with identifying close contacts where there is a local outbreak. This is the same procedure when

managing other infectious diseases.

If staff or parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, school will not release these contact details, as this would be a breach of data protection regulation.

Isolation of Close Contacts

From 16 August 2021, close contacts who are fully/doubled vaccinated or those under the age of 18 and those who have taken part in or are currently part of an approved COVID-19 vaccine trial, or are not able to be vaccinated for medical reasons will not need to self-isolate. Household contacts who are under the age of 18 or fully/doubled vaccinated will no longer need to isolate while symptomatic individuals await PCR test and results. **Close contacts who do not meet the above criteria are legally required to self-isolate for 10 days.**

Update 17/01/22 Advice received from the LA

Daily Testing for close contacts of Covid-19

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with Covid-19, should take an LFD test every day for seven days, **until 10 days since their last contact with the person who tested positive** and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.

Children under 5 are not advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing.

All close contacts will still be required to self-isolate unless they are exempt (as above). All close contacts identified will be advised to take a PCR test and so school leaders will encourage anyone identified as a close contact by the NHS Test and Trace Service to do so via general communication to staff.

Update 17/01/22 Advice received from the LA

Symptomatic/Positive Individuals

The national position continues to be that symptomatic individuals should self-isolate and follow the 'Stay at Home' guidance, which includes arranging to take a PCR test as soon as possible.

However, recent changes to the guidance enables individuals to end their self-isolation period on day 6 of their isolation, provided the following conditions are met:

You can stop self-isolating after 6 days if you do a rapid lateral flow test on days 6 and 7 of your self-isolation period and:

- both tests are negative
- the tests are taken at least 24 hours apart
- you do not have a high temperature

If you take a lateral flow test on day 6 and test positive, you should wait 24 hours before taking the next test. You will need **two negative lateral flow tests taken 24 hours apart** to end your self-isolation before the end of the 10 day period.

If you stop self-isolating on or after day 6, it's important that you take steps to reduce the chance of passing covid-19 to others. This means you should:

- Work from home if you can
- Wear a face covering in shops, on public transport and where it's hard to stay away from other people – particularly indoors, in crowded places or where there is not much fresh air
- Limit contact with people at higher risk of serious illness from covid-19
- Follow advice on how to avoid catching and spreading covid-19
<https://www.nhs.uk/conditions/coronavirus-covid-19/how-to-avoid-catching-and-spreading-coronavirus-covid-19/>

If you continue to test positives on LFD tests, you can stop self-isolating after the 10 days if either:

- you do not have any symptoms
- you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

If you have a high temperature after the 10 days, or are feeling unwell, keep self-isolating and seek medical advice.

Returning to School

If well enough, Staff and students can end self-isolation after the second negative test result and **return to school from day 6**. If still unwell/symptomatic (beyond that of loss of smell/taste, which can persist for a few weeks after infection), then they should not attend school. If they still have a high temperature or are otherwise unwell, parents will be advised to seek medical advice.

As per the [Schools Operational Guidance](#), 'if a parent or carer insists on a pupil attending your school, school will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice'.

UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms.

Asymptomatic testing From 21 February, staff and pupils in mainstream schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.

Welcoming children back to school In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school where they have a confirmed or suspected case of COVID-19, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

As we have done throughout the pandemic, we are taking a cautious approach as we learn to live with COVID 19.

Feb 28th 2022: extra-curricular club at lunchtime and interventions begin – mixing of children wherever possible limited to

Group 1: EYFS

Group 2: Year 1 and Year 2

Group 3: Year 3 and Year 4

Group 4: Year 5 and Year 6

The eating of lunches in classrooms, the continuation of virtual whole school worship and the staggered start and end to the school day, reduces risk as we reduce large numbers mixing together wherever possible.

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		L	C	Total	
OTHER CONSIDERATIONS	<p>CLINICALLY EXTREMELY VULNERABLE All clinically extremely vulnerable (CEV) children should attend their setting unless they are one of the very small number of children under paediatric or specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>ADMITTING CHILDREN INTO SCHOOL In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent/carer insists on a pupil attending, school will take the decision to refuse the pupil in, if in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Covid-19. Public Health advice will be sought in all instances.</p> <ul style="list-style-type: none"> • WHERE POSSIBLE Utilise multiple entrances and exits to and from the setting to avoid large crowding and utilise outdoor space. • Parents/carers instructed to practice social distancing when dropping off/picking up pupils. • Staggered start and end times will reduce the numbers on site at any one time. • Staff to remind all pupils of school evacuation plans and make sure they are aware of evacuation routes when they are based in a new environment e.g., in the event of a fire. <p>Start and End of the School Day Reviewed and will continue 25/2/2022 The staggered 'drop and go' and 'collect and go' system at the start and end of the school day has been beneficial in reducing congestion on the playground and on the roads around school. Therefore, this system will be maintained in September: EYFS should arrive at school for 8.45 a.m. and should be collected at 3.05 p.m. KS1 should arrive at school for 8.50 a.m. and should be collected at 3.15 p.m.</p>	2	5	10	<p>Update 02/01/2022 On Wednesday 22nd December, the government accepted advice from the Joint Committee on Vaccination and Immunisation that a primary course of vaccination should be offered to children aged 5 to 11 who are in a clinical risk group, or who are a household contact of someone who is immunosuppressed.</p>

	<p>KS2 should arrive at 8.55 a.m. and should be collected at 3.20 p.m. Update Feb 25/2/2022 Children engaging in intervention must arrive at school for 8:45am and be collected at 3:20pm For families with siblings, your children can be dropped off and collected at the later times, i.e. 8.55 a.m. and 3.20 p.m.</p> <ul style="list-style-type: none"> WHERE POSSIBLE Reduce the number of occasions where larger numbers of adults come into the building by utilising remote communication methods. parents' evening to be conducted remotely. All children are expected to attend school, where appropriate penalty notices will be issued for non-attendance. The attendance officer will pursue cases of non-attendance, escalating as appropriate. <p>TRAVEL & QUARANTINE</p> <ul style="list-style-type: none"> Parents travelling from abroad should bear in mind the impact on their child' education which may result from any requirement to quarantine or isolate upon return. <p>FOUNDATION STAGE</p> <ul style="list-style-type: none"> Initial focus on routines, behavioural expectations and wellbeing. In addition to whole school hand cleaning routines FS children will wash/sanitise hands before every choosing time, before going outdoors and retuning inside from outdoor play.. All resources in each area of learning will be thoroughly cleaned at least once a week and cleaning will be signed off on a rota. In EYFS children can now access water and sand in their continuous provision. Playdough can be used, but MUST NOT be shared. Playdough will be used, with new playdough each day. Children to be taught safe play routines including cleaning/sanitising hands before play, no eating, licking etc. If this behaviour is observed dough will be disposed of immediately. If dough is not available other alternatives to be offered in this area. All models/creations to be taken home by the child the same day. Sand indoors will be used. Children to be taught safe play routines including cleaning/sanitising hands before play. All sand to be brushed off resources at the end of the day and resources cleaned. Sand to be sprayed with diluted Milton, mixed and left to air dry overnight. Sand to be discarded and replaced at least half termly. Outdoor sand can be used again. 	2	5	10	
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- Bike handles to be wiped at the end of each day.
- All outdoor resources to be thoroughly cleaned at least once a week on a rota.
- Children will bring their own wellington boots, no shared wellingtons will be used.
- Water play to continue with warm water and soap added. Water to be replaced regularly during the day if needed.
- Children to be taught safe play routines in the home corner including not putting cups/cutlery/play food in mouths. Any items children have had in their mouths will be removed and cleaned. Resources in this area will be limited and cleaned regularly.
- Any items that have been in children's mouths will be removed from play and thoroughly cleaned.
- No toys from home to be brought into the setting.
- Appropriate PPE to be worn when intimate care is necessary.
- Staff will continue to offer children emotional support in appropriate ways.

SEND/BEHAVIOUR

- SEND & children with identified behavioural issues have had specific preparation to support their return to school. Pupil passports have been updated to reflect this and identify additional matters that may need further adjustment. All SEND/Behavioural/vulnerable families contacted to pre-empt, discuss and support the challenges for a return to school life.
- Risk assessments have been completed for children with known medical issues that may put them and others at greater risk.
- Risk assessments have been completed for children with SEND.
- Older pupils will be expected to follow all guidance and instructions regarding hygiene and distancing. Pupils of any age who intentionally disregard these safety instructions or present a higher risk to staff and other children due to their poor behaviour will be managed via the school behaviour policy.
- Staff advised that risk assessments are working documents that are available and known to all staff working with children who have them for whatever reason (SEND, behaviour, medical). These should be followed and updated as required. IEPs/IBPs to be included in the weekly phase meeting and updated as required. A copy of any updated paperwork should be uploaded to CPOMS. Staff should maintain regular communication with families identified as vulnerable.

<ul style="list-style-type: none"> • Behaviour Policy revisited with staff <p>SCHOOL WORKFORCE</p> <ul style="list-style-type: none"> • Staff will not enter the building until 7.30 a.m. and will leave the site by 5.15 p.m. • CEV people are advised, as a minimum, to follow the same guidance as everyone else. They are encouraged to think about what additional precautions they may wish to take. These will be formalised in an individual risk assessment. Further guidance www.hse.gov.uk/coronavirus/working-safely/protect-people.htm • Staff will be encouraged to take the vaccine. <p>Update 02/01/2022</p> <p>Workforce Issues:</p> <p>Where workforce issues arise, school may use existing teaching, temporary and support staff flexibly where required in order to keep school open, and whilst also ensuring that we have appropriate support in place for pupils with SEND. This may include:</p> <ul style="list-style-type: none"> • Combining classes <p>Further information in regards to this will be shared as required.</p> <p>Update 07/01/22</p> <p>The following recommendations apply for pregnant women at any gestation who are unvaccinated or not fully vaccinated</p> <p>For a member of staff who is pregnant and unvaccinated or not fully vaccinated, a more precautionary approach is required as there is an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19. School will undertake a workplace risk assessment as set out above, and where appropriate consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible then the member of staff will be suspended on paid leave.</p> <p>UPDATE 25/2/2022 Guidance from DfE : Schools COVID-19 operational guidance and implementation in our school</p> <p>School workforce</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for</p>			
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people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID19. In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have. Employers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. You should also consider the needs of pregnant pupils. Employers should be able to explain the measures they have in place to keep staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. Employers should discuss concerns with staff

SCHOOL MEALS

- School will continue to operate a staggered lunchtime to enable adherence to social distancing and reduce the risk of transmission.
- EYFS to have a separate dining area
- School breaks to be staggered
- The playground will remain zoned with one year group only in each zone at any time

Update 04/10/21

All children, except EYFS, will eat their school meal / packed lunch in their classroom.

Update 28/01/22 (Email to all staff)

Lunches will continue to be eaten in the classroom until Easter at which point it will be reviewed.

ASSEMBLIES

Assemblies will be held remotely. This will be reviewed at Easter.

COMMUNICATION

Home-school communication is very important to us and this year we have set up class e-mails, 'Evidence Me' and 'Class Dojo' to enhance our home-school communication systems.

- Parents continue to contact class teachers via the class email and the school office via the office @ email.
- 'Class Dojo' & 'Evidence Me' to be used **ONLY** to celebrate a child's achievements.
- Class teachers will continue to share class news via Class Dojo.
- Reporting a child's absence should be done before 9:15 a.m. by telephone.
- Parent meetings will be by appointment only.
- Parents will be allowed in to the reception area to talk to office staff; one person is allowed in the entrance area at a time.
- Office staff will use 'Class Dojo' to communicate messages with parents where ever possible. Newsletters etc. to be posted on 'Class Dojo' and emailed.

EDUCATIONAL VISITS Reviewed 25/2/2022

- Full and thorough risk assessments in relation to all educational visits should be undertaken, including public health advice in regards to hygiene and ventilation requirements. General guidance about educational visits is available www.gov.uk/government/publications/health-and-safety-on-educational-visits and supported by specialist advice from the Outdoor Education Advisory Panel <https://oeapng.info/>

WRAPAROUND AND EXTRA-CURRICULAR ACTIVITY Reviewed 25/2/2022

- From September, 'Before and After' School Club will take place in the main hall, with a plan that children from Reception to Year 6 will once again be together.
- Children should arrive between 7:45 a.m. and 8:30 a.m. and be collected before 5:15 p.m. from the main school door.
- Children who already have a place on BASC will, subject to any requests for change, have this place carried forward.
- Parents and carers who have made enquires for new places will be contacted before the end of term. Payment should continue to be made via Parent Pay.
- Extra-curricular activities will be considered in line with Public Health information.

ATTENDANCE Reviewed 25/2/2022

- School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)	Risk Rating**			Further Action	
	L	C	Total		
<p>to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code 'X' (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as Code 'I' illness.</p> <ul style="list-style-type: none"> Further guidance about the use of codes is provided in the school attendance guidance https://www.gov.uk/government/publications/school-attendance 					
REMOTE EDUCATION					
<ul style="list-style-type: none"> See 'Remote Education' policy. 					
EDUCATION RECOVERY					
<ul style="list-style-type: none"> Assemblies will continue to take place via 'Zoom' for the foreseeable future. Any assemblies to take place with individual groups in their allocated classroom spaces. Swimming will recommence Music tuition will recommence Catch-up Premium www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19/catch-up-premium 					
STAFF WELL-BEING	<ul style="list-style-type: none"> Action plan for well-being events completed for the year. Additional staff rooms provided as well-being hubs for staff. PPA time will be timetabled and can be taken at home as one full day every other week. Part-time staff time will be calculated pro-rata. Work areas, including access to telephones, provided for all staff. An evaluation form has been created to address any matters arising from training/information sharing in order to access support immediately. Counselling available through the school sickness insurance provider. Staff are encouraged to leave school by 5.00 p.m. School closes at 5.15 p.m. Staff meetings will be held within phases. 'Communication' Policy drawn up to support clear communication between staff. All staff should check their emails at least once a day and respond in a timely manner Well-being award being undertaken 	1	4	4	<p>Update 04/01/22 Well-being survey sent to all staff before the Christmas break. INSET for the 4th January included a section on well-being; Link Governor (Mrs Squibbs) invited to attend. Well-being team formulated and time allocated over the half-term (spring 1) to begin to address the issues raised.</p> <p>UPDATE 25/2/2022 Well being focus group have met weekly in Spring 1. Update for staff planned for 2/3/2022</p>

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
PUPIL WELLBEING & SUPPORT	<ul style="list-style-type: none"> Staff will continue to offer children emotional support in appropriate ways. 	1	4	4	<p>Update 25/2/2022</p> <p>Chill and Chat will be staffed by Engagement and Inclusion team or senior leaders and will be a space children can freely access if they want to speak to an adult. Should children need a more private space to talk, this will be provided.</p>
INSPECTION ACCOUNTABILITY EXPECTATIONS	<ul style="list-style-type: none"> Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. Exam and assessment data from summer 2021 will not be published in performance tables and school will not be held to account for this data. 				
Site Management	<p>In line with DfE guidance 'Managing school premises during the coronavirus outbreak'. Site Manager, Tony Cooke, will continue to be responsible for all building related systems including: -</p> <ul style="list-style-type: none"> hot and cold water systems gas safety fire safety kitchen equipment security including access control and intruder alarm systems ventilation <p>Should a contractor need to enter site they will do so before or after the school day whatever possible On entering site, the Site Manager, Tony Cooke, will induct them onto site: Have they any COVID symptoms? If yes: no entry allowed</p>	2	5	10	
School policies	<ul style="list-style-type: none"> Staff have received safeguarding training (September 2nd 2021) Policies have been reviewed in light of COVID-19 including Behaviour, Safeguarding, Administering Medicines, Fire, HR, Infection control, Intimate Care, Complaints, KCSIE 2021. Communication and virtual meeting protocols have been outlined and shared with staff. 	1	5	5	

Existing Controls, Safe Work Procedures & Reference to Safe System of Work (Where applicable)		Risk Rating**			Further Action
		L	C	Total	
Fire Safety / Health & safety	<ul style="list-style-type: none"> A health & safety walk to be undertaken once a week by Mrs Rose & Mr Cooke Phase leaders made aware of their responsibility in regards to health & safety. Link Governor for health & safety to produce a link governor report termly for the governing board. Fire safety posters have been placed in all staffroom areas. The Fire Evacuation plan has been updated and new copies placed in every classroom. Fire drills will be undertaken once per term. The fire drill is tested every Tuesday morning at 9.30 a.m. Fire Drill procedures reviewed and updated. Staff informed of changes. Fire drill planned. 	2	5	10	Fire drills undertaken: 9/11/20; 15/03/21 17/2/2022

****Risk Level Rating****Likelihood**

1 – Rare
2 – Unlikely
3 – Possible
4 – Likely
5 – Certain

Consequence

1 – Damage/Loss of Production
2 – Minor Injury
3 – Lost time Injury
4 – Major Injury
5 – Death

Risk Rating

1-4 **Acceptable** No further action required. Ensure that controls are maintained.
5-9 **Adequate** Look to improve at next review.
10-16 **Tolerable** Look to improve within specified timescale.
17-25 **Unacceptable** Stop activity and make immediate improvements

DfE Guidance 27/08/21

Public Health 21/10/21

Covid -19: actions for out-of-school-settings 28/11/21

LA Advice received 17/01/22; 28/01/22

DfE Guidance 22/2/2022