

Covid-19 Addendum to Health and Safety Policy

Risk assessment for pupils, staff and parents attending Christ the Saviour School



Locations covered by this risk assessment	The Grove Site The Grove Ealing, London W5 5DX	The Broadway Site New Broadway Ealing, London W5 2AA
Tasks and activities covered by this risk assessment	<ul style="list-style-type: none"> ● School drop off and collection ● School offices ● Meetings with parents, staff or other professional visitors including contractors ● Classroom activities ● Lunch ● Use of toilets ● Playtime activities ● Cleaning and Hygiene ● Administering First aid/ Medication ● Dealing with suspected and confirmed cases of Covid-19 ● Transport Arrangements ● Personal care ● I:I LSA's 	
Assessment Date	8th July 2020	
Reviewed and updated	July 2020 August 2020	
Approved by Governors	26th August 2020	
Date of review	This is a dynamic document and will be reviewed and updated if there are any changes to circumstances or Government guidelines	

Background

This risk assessment will consider the risks to pupils, staff and others impacted by the infection of a member of the school community attending school (e.g. contractors, visitors and household members of pupils and staff) while the coronavirus leading to Covid-19 infection is in circulation in the general community in the UK.

Hazard

Coronavirus (SARS-CoV-2), which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

Risk Consequence

Based on the current knowledge of COVID-19 infection and transmission, children are **unlikely** to experience severe illness. Deaths in children due to COVID-19 have been **extremely rare**. Guidance on educational settings developed by the Association of Directors of Public Health and London Councils states that for these reasons “[children’s settings are currently perceived to be low risk.](#)”

The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts **adults** and specifically those with **pre-existing conditions**.

Likelihood

This is based on the likelihood of transmission, which may lead to one or multiple fatalities.

If personal hygiene, school cleaning measures, and social distancing measures (in accordance with government guidance) are followed the likelihood of transmission leading to a fatality will be low. Some pupils and staff who are in the most at risk categories may require an individual risk assessment to be carried out.

The risk assessment has been drawn up in accordance with the [Guidance for full opening of schools](#) published on 2 July 2020.

General control measures. Prevention

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission, and the severity of the impact:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2. Clean hands thoroughly, more often than usual
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. Minimise contact between individuals and maintain social distancing wherever possible
6. Where necessary, wear appropriate personal protective equipment (PPE) - see risk assessment below
7. Follow government advice and guidance on actions for [the full opening of schools](#) and [HSE advice on working safely](#)
8. Additional risk assessments in place for pregnant employees in line with their clinically vulnerable status

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

Ref	Hazard or activity	Who is at risk and how?	Control measures or processes in place to mitigate risk	L	I	Overall risk
1	Getting or spreading coronavirus through staff, parents and pupils travelling to and from school.	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Staff, parents and students are encouraged to walk or cycle to school where possible, or use private vehicles</p> <p>Identify groups of staff who live in close proximity to each other and group them into a work cohort to travel together in shared cars.</p> <p>Stagger drop-off and collection times to reduce the number of pupils and parents travelling on the same transport ie bus and train</p> <p>Schools, parents and students should follow the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Separate parking areas for each year groups' scooters/bicycles will be created.</p> <p>Pupils who have come to school wearing face masks will be asked to take these off when they enter the school site.</p> <p>All pupils will use our hand sanitizing stations when they enter the site and will have the opportunity to use the sanitizing station when they exit the site.</p>	2	3	(2x3) + 3 = 9 Low risk
2	School drop off and collection (entering and exiting the school)	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Stagger drop-off and collection times with allocated entry points for different year groups.</p> <p>Parents will only enter school to drop or collect using the one way system and for pre-arranged meetings with staff.</p> <p>Parents will be supported with physical distancing measures with taped markers on the pavement to encourage physical distancing.</p> <p>Teachers will wait in the playgrounds to meet their classes and escort them to their room.</p> <p>Pupil to be accompanied by only one adult to school to reduce congestion.</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in</p>	2	3	(2x3) + 3 = 9 Low risk

			<p>their household who does, do not attend school.</p> <p>On entry to school, staff and pupils should use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Scooters and bikes discouraged but pupils who bring these will be asked to leave them in allocated areas of the school</p>			
3	School offices	Admin staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Guidance for school offices can be found here.</p> <p>We will offer a reduced service at our offices and will ask parents to email or telephone queries in the first instance.</p> <p>Appointments must be pre-arranged with staff and meetings will be held in an appropriate location with social distancing measures in place.</p>	2	3	$(2 \times 3) + 3 = 9$ Low risk
4	Meetings with parents, staff or other professional visitors including contractors	Admin staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Wherever possible all meetings to be conducted by telephone or via google hangouts. Other essential meetings that need to take place face to face on site must maintain physical distancing.</p> <p>Visits from educational professionals will be prioritised when attendance at school will result in enhanced outcomes for pupils e.g social workers, educational psychologists, speech and language therapists or other educational consultants. These visitors will all be asked to sign in at the office as usual and then thoroughly wash their hands. They will be given a clean, well ventilated room to work in and the environment will be arranged to support physical distancing. If the same room is used for another pupil then the work spaces will be wiped down and cleaned after each child. This can be done by the visiting professional or a member of school staff if the visitor would prefer. Senior staff will oversee this task.</p>	2	3	$(2 \times 3) + 3 = 9$ Low risk
5	Classroom activities for pupils with the maturity and ability to observe social	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to	Guidance for full opening of schools should be followed. This guidance includes practical ways to maintain social distancing for Primary schools.	2	3	$(2 \times 3) + 3 = 9$ Low risk

	<p>distancing and personal hygiene instructions e.g. older KS2 pupils</p>	<p>experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Classes will remain in groups of 30 with no more than 30 pupils per group. This will be shared with pupils through the updated behaviour policy.</p> <p>Avoid contact with anyone with symptoms - see further information below (parents called immediately or staff member to leave the site immediately).</p> <p>Minimise contact and mixing of groups - bubbles to remain in allocated rooms with minimal contact between bubbles.</p> <p>There should be minimal furniture in the classroom so that desks can be spaced as far apart as possible and facing the teacher (Year 1 to 6) Children will have their own desk however there may be times when children will work at a desk with another student. When this takes place this will be for a short amount of time and regular movement breaks will be used. Children will always return to their own desks.</p> <p>For individual and frequently used equipment such as pencils and pens, pupils will have their own resources allocated to their desk so there will be no sharing of these frequently used items.</p> <p>No indoor equipment (pens, toys, etc.) to be shared between bubbles unless cleaned between each child's usage.</p> <p>Where possible, staff should not spend extended periods in very close proximity to pupils. Pupils and staff are always in the same group each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Parents will be asked to remind their children not to bring pencil cases or any other non-essential items to school.</p> <p>Frequent hand washing and tissues readily available.</p> <p>Where a sink is not available in the immediate vicinity, hand sanitiser is provided in classrooms and other learning environments.</p>			
--	--	---	--	--	--	--

			As usual, CtS will provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.			
6	Classroom activities for young pupils and those without the ability to socially distance (EYFS, KSI, children with additional learning needs)	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Avoid contact with anyone with symptoms (parents called immediately.)</p> <p>Minimise contact and mixing of groups. When children are grouped for phonics activities (the only session of mixed classes) children will be in groups smaller than the size of a usual class and the class teacher will ensure that the children sit in the same place each day (a carpet seating plan will be necessary to help with test and trace)</p> <p>In Reception classrooms - reduce the number of chairs around tables to minimize the number of pupils able to participate in an activity.</p> <p>Pupils may require direct physical intervention from staff, due to young age. This should be managed as carefully as possible using available best practice guidance.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>Limit the amount of toys to match the curriculum and clean at the end of the day.</p> <p>Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school</p> <p>The staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply.</p> <p>As usual, CtS will provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</p>	3	3	(3x3) + 3 = 12 Medium risk
7	School lessons/ curriculum	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild	<p>Consider which lessons or classroom activities could take place outdoors</p> <p>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings</p>	2	3	(2x3) + 3 = 9 Low risk

		<p>symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>PE, Music and Art to take place outdoors whenever possible. When resources are shared between groups adults will ensure that pupils wash their hands thoroughly before and after the session .</p>			
8	Music	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>The school understands that there may be an additional risk of infection in environments where children or adults are singing, chanting, playing wind or brass instruments or shouting.</p> <p>Whole class or year group singing activities will not take place until further notice.</p>			
9	PE	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Pupils will be kept in consistent groups (classes) for PE. Sports equipment will be cleaned between each use by different individual groups and contact sports will be avoided.</p> <p>Children will come to school in their PE kits to avoid the need to change in school.</p> <p>Engagement with external organisations for extra curricular PE provision such as gymnastics, fencing, skateboarding, tennis, will resume later in the year.</p>			
10	Specialist teaching staff, Supply teachers and lunchtime supervisors	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild</p>	<p>Specialist staff such as PE, Music, French and Art as well as lunchtime supervisors may teach children in different groups. Because of this it is important that these staff maintain physical distancing measures when delivering their lessons, particularly if they are for longer than 15 minutes and the lesson is indoors.</p>			

		<p>symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>Similarly, teaching assistants who work with children in different bubbles should keep their sessions less than 15 minutes long,</p> <p>The risks will be lower when these lessons or activities such as lunch cover can take place outdoors but staff should be aware that risks increase when lessons move indoors (for example if it rains during a PE lesson).</p> <p>If, on the rare occasion that year groups need to use a shared space at lunch time (for example the hall) classes will be kept physically distanced and the hall will be well ventilated with open windows and doors.</p> <p>When there is shared use of a specialist classroom e.g Music room and Art room, surfaces and resources such as musical instruments will be wiped down after each class. Children will always wash their hands at the beginning of a new lesson if they move classrooms.</p> <p>Supply staff will only be used as a last resort if we are unable to cover staff absence internally. Supply staff will be guided through the school risk assessments by the Head of Year and hygiene routines will be clearly explained.</p>			
II	Lunch	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>We will arrange a staggered lunch time, so that children are not moving around the school at the same time.</p> <p>Most classes will eat their lunches in their classrooms to minimise movement around the school. Hot packed lunches will be delivered to the classrooms in time for lunch. This will reduce the risk of children queuing in the lunch hall.</p> <p>When the lunch hall is used for classes to eat lunches - pupils will not wait in a queue but lunch will be taken to the pupils. Children will not sit facing each other but in one line and classes will be grouped together. Tables will be cleaned thoroughly if another year group is using the hall at a later time.</p>	2	3	<p>$(2 \times 3) + 3 = 9$ Low risk</p>

			<p>Before eating, Pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Pupils are encouraged not to touch their mouth, eyes and nose.</p> <p>A one way circulation system is in operation on both sites.</p> <p>At the Broadway Site pupils will go up the internal staircase and down the external staircase to minimise classes meeting on the stairs.</p> <p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p>			
12	Food preparation	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Pupils will be offered a hot packed lunch meal which will be prepared in the kitchens on both sites.</p> <p>Staff will work on a rotation to prepare these packed lunches to enable staff to keep social distancing within the kitchen,</p> <p>CtS are following the Safer Foods Management Pack which helps manage the risk in the catering areas and an individual risk assessment will be created for the kitchen when this is running at a full capacity.</p> <p>School is part of the Safer Assured Scheme with Safer Foods who will help us draw up an individual Kitchen Risk Assessment</p> <p>All kitchen staff are completing online Level 2 & 3 Food Refresher Training</p> <p>Face masks will be worn when staff are serving meals Disposable gloves to be used at all times as is current practice.</p>	3	3	(3x3) + 3 = 12 Medium risk

13	Use of toilets	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Toilet facilities will be allocated to groups of 30 students. It is not possible to allocate one toilet per 30 students and some groups will share toilet facilities, however each year group will be allocated toilets adjacent or in close proximity to their classrooms.</p> <p>Toilets will be cleaned regularly - and checked at least once during the day. Children will be encouraged to clean their hands thoroughly after using the toilet.</p> <p>At the Grove Site handwashing to be supervised. Facilities to be cleaned regularly by site staff and SMSA's.</p> <p>If more than one pupil then queuing with physical distancing should be encouraged for Broadway pupils.</p>	2	3	(2x3) + 3 = 9 Low risk
14	Playtime activities	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Staggered breaks and lunch times to ensure pupils and staff cohorts do not mix</p> <p>Hand washing before and after each break.</p> <p>All staff should try to maintain social distancing where possible to safeguard themselves and set an example to the pupils.</p> <p>No team sports (e.g. football, netball, basketball) or other activities where children come very close together (activities such as aerobics, keep fit, hopping, skipping where children are separated is to be encouraged).</p> <p>If the climbing wall or snug play is used it will be cleaned once per day. Pupils will be supervised washing their hands before and after use.</p>	2	3	(2x3) + 3 = 9 Low risk
15	Educational visits	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare	<p>The school will not use public transport for any Educational visits. This may result in reduced visits as the increased costs of coaches may outweigh the educational benefit of the trip. Other enrichment activities will be planned that can take place on site.</p> <p>Local visits may take place but an individual, thorough risk assessment will be completed, as is usual practice, prior to any off site visit.</p>			

		cases, even death				
16	Extra- curricular provision	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Breakfast and after school provision is vital for working parents.</p> <p>Children attending breakfast club will be grouped in year group bubbles and children will access table top activities - Reception pupils may have a wider range of activities to help them engage in new routines.</p> <p>SSUK after school care will have their own risk assessments in place that should mirror the school practice. Year groups will be kept in bubbles but when numbers are low year group bubbles may mix but physical distancing then must be followed.</p> <p>After school clubs may resume in due course. This will follow the pattern of year group bubbles and so the school will offer clubs for different year groups. All other aspects of the school risk assessment should be followed for all extra-curricular provision.</p>			
17	Cleaning and Hygiene	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Continue our enhanced cleaning measures including cleaning frequently touched surfaces more often.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. at the end of each day.</p> <p>Friday after school a deep clean to be carried out on both sites.</p> <p>Frequent hand cleaning and good respiratory hygiene practices. Children will be supervised cleaning their hands thoroughly throughout the day - this could be with soap and running water or hand sanitiser. Children will clean their hands at least at the following times:</p> <ul style="list-style-type: none"> When they arrive at school When they go to break and when they return from breaks When they change rooms Before and after eating <p>Display hand washing posters at all entrances - and in all pupil toilets.</p>	3	3	(3x3) + 3 = 12 Medium risk

			<p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach. Class teachers are responsible for checking they have enough tissues in their classroom and all staff should support pupils to follow this routine.</p> <p>Follow the COVID-19: cleaning of non-healthcare settings guidance</p>			
18	<p>Administering First aid/ Medication</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>School has a suitable number of staff on duty including online consultation with our medical professional parent support.</p> <p>Pupils may require direct physical intervention from staff, due to young age. This should be managed as carefully as possible using available best practice guidance. Pupils may be asked to apply their own cold pack, wipe or plaster when they are able to do so otherwise these will be administered by school staff.</p> <p>Basic first aid packs (plasters, ice packs, sterile water and gauze and antiseptic wipe, sick bag etc) will be available in each classroom.</p> <p>Teachers should call the medical room for advice on any medical treatment and first aid can be administered in classrooms (through phone consultation with our medical staff) to minimise movement around the school.</p> <p>Communication between class teacher and medical staff will be vital.</p> <p>Welfare staff will give advice on how to treat a minor injury in class. Teachers should not write medical slips - medical slips must be recorded by medical staff or in their absence by the SLT or admin team.</p> <p>Teachers will administer minor first aid, e.g. plasters, wipes, ice pack. Teachers should not administer any medicines.</p> <p>Class teachers must review the medical needs in their class at the beginning of the year. This includes pupils who use inhalers, epi-pens or</p>	3	3	<p>(3x3) + 3 = 12 Medium risk</p>

pupils with allergies, epilepsy and other medical needs.

Children with medical conditions (skin conditions or diabetes) should be dealt with by medical staff in the medical room.
Medical staff should always be **available for emergencies**, even during lunch times.

GROVE SITE: If a child is wheezy and requires an inhaler the class teacher should call the medical room immediately and this will be brought to them. Similarly, if a child is experiencing an allergic reaction the teacher should call the medical room immediately.

BROADWAY SITE: Inhalers are kept in each classroom.
Epi pens are kept in the medical room
Teachers should ensure they know which children require an inhaler, where these are located in the classroom and where emergency school inhalers are kept in school. They should also know who has an epi-pen.

Medical staff should be informed if a child has used their inhaler. If you have any concerns please consult the medical staff. A small number of Year 6 pupils may self- manage their own inhalers with consent from their parents. Medical staff will inform these teachers.

If a bump to the head, the class teacher should call the medical room and the child should be collected from the classroom by Joan or Karen.

If a child has a suspected temperature, call for Karen or Joan who will come to the classroom and their temperature will be taken.

Grove Site

Spare inhalers are kept in the front office and the SLT office and medical room

Spare epi pens in the kitchen and welfare room

Broadway Site

Spare inhalers are kept in the front office SLT office and medical room

Spare epi pens in the kitchen and welfare room

If you are taking a PE lesson for minor first aid should be dealt with at the scene and staff should then write the information in the notebook supplied in the first aid kit. This should then be followed up with a phone call to the welfare room. A serious incident should be immediately reported as usual to the welfare staff who will attend to the pupil directly.

PE BROADWAY SITE

PE staff should bring the class medical box including inhalers to the PE lesson for pupils to access during the lesson.

PE staff will have their own medical sports' kit for us during PE sessions (class medical kits do not need to be taken)

In the event of a serious incident the **priority will be getting medical support quickly** and the one way system does not need to be followed. This is the only occasion when a child may be sent on their own to fetch another adult to allow for the member of staff to remain with the injured child.

At the end of every day, just before 2.30pm, the admin team will bring round any completed medical slips to the classrooms.

Lunch

Purple lanyards should be worn by children who have an allergy. This is important as we move to eating lunches in the classrooms. The lanyards will list the child's name and allergy and will be used as a prevention from life threatening food allergies.

Class teachers should be aware of seating plans for children with allergies. They should be positioned closest to the door and visible to the lunchtime staff.

No children can share any lunch at any time.

Hot Packed lunches

			The catering team will prepare a hot packed lunch for all pupils with allergies . These will be labelled and distributed by the lunchtime staff.			
19	Minimise contact with individuals who are unwell	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Communication to parents and staff is clear that pupils, staff and other adults do not come into the school if they have Covid-19 symptoms or have tested positive in the last 7 days.</p> <p>Covid-19 systems are as follows: High temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature) New, continuous cough - this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual) Loss or change to your sense of smell or taste- this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>For further information read the <u>further guidance</u> on symptoms.</p>			(3x3) + 3 = 12 Medium risk
20	Dealing with suspected and confirmed cases of Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Suspected cases:</p> <p>If a child, young person or staff member develops symptoms compatible with coronavirus such as a new, continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell they should be sent home immediately and the <u>stay at home guidance</u> followed. This guidance states that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including their siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>We will receive a small number of home testing kits that we will give directly to parents collecting a child who has symptoms or to a member of staff with symptoms at school if we think that providing a testing kit will significantly increase the likelihood of them being tested.</p> <p>If a staff member develops symptoms they should swiftly inform their line manager and leave the school site immediately. They must</p>	3	3	(3x3) + 3 = 12 Medium risk

			<p>then arrange for a Covid-19 test and inform the school of the outcome.</p> <p>If a child is awaiting collection, they should be moved to the following locations: Grove Site- Medical room (with doors open) Broadway Site - Medical room (with doors open)</p> <p>Ideally, a window should be opened for ventilation. This is possible in both medical rooms for plenty of ventilation. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible Grove - toilet in admin office (and then closed to others) Broadway - toilet at the bottom of the stairs (and then closed to others)</p> <p>The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Senior staff on site will swiftly communicate with parents & other household members about the need to self-isolate. These telephone calls will be recorded on the <u>Covid-19 suspected and confirmed cases spreadsheet</u>.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person tests positive (see below)</p>			
21	Managing confirmed cases of Covid-19 in school	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory	<p>Confirmed cases: Pupils, staff and parents must book a test if they are displaying symptoms and should inform the school immediately of the results of the test.</p> <p>Staff who do not agree to take a test are acting against the schools risk assessment and risk undermining the trust and confidence in the school. Failure to comply could lead to an OHU referral and school</p>			(3x3) + 3 = 12 Medium risk

		<p>syndrome respiratory symptoms, and, in rare cases, even death</p>	<p>seeking further advice from PHE.</p> <p>If someone tests negative and they feel well and no longer have symptoms they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>If someone tests positive they should follow the stay at home guidance and must continue to self-isolate for at least 10 days from the onset of their symptoms. If they still have a high temperature they should keep self-isolating. Other members of the household should continue to self-isolate for 14 days.</p> <p>School will contact the local health protection team if someone who has attended school (pupil, staff, parent or educational visitor) has tested positive. We will follow their advice and provide information on close contacts of the infected person.</p> <p>Based on the advice of the health protection team parents may be asked to self-isolate their child if they have been in close contact with the person who tested positive (this may not always be the whole class but those who sit in immediate proximity to the pupil.) The health protection team will provide definitive advice on who must be sent home.</p> <p>To support them in doing so, classes will remain in class groups throughout the day. Children from Yrs 1 - 6 will have an allocated seat in the class and will remain in their seating plan for lessons.</p> <p>Where groupings are needed for educational purposes such as phonics sets lists of these groups will be kept up to date.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms.</p> <p>If someone in the group that has been asked to self-isolate subsequently develops symptoms they should follow the stay at home guidance and get a test.</p> <p>If the test is negative they must remain in isolation for the remainder of the 14 days- this is because they could still develop COVID-19 within the remaining days.</p>			
--	--	--	--	--	--	--

			If the test is positive they should inform the school immediately and must isolate for at least 10 days. Their household should now isolate for 14 days.			
22	Containing an outbreak	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>If we have two or more confirmed cases within 14 days we may have an outbreak and must work with the local authority health protection team.</p> <p>It may be recommended that a larger number of pupils self-isolate. We are implementing significant controls in our risk assessment to minimize the spread of an outbreak. Classes will remain in bubbles as far as possible to minimise the likelihood of a year group or whole school closure.</p>			(3x3) + 3 = 12 Medium risk
23	Pupils who have been shielding or self-isolating	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>We know that fewer children will be advised to shield in September and the majority of pupils will be able to return to school.</p> <p>A small number of pupils may still be unable to attend, particularly those under the care of a specialist health professional. Parents will be asked to discuss their care with the health professional before returning to school. Where a pupil is unable to attend school because they are complying with clinical or public health advice we shall offer remote education.</p>			(3x3) + 3 = 12 Medium risk
24	School workforce	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>Following the reduction in the prevalence of COVID-19 and the relaxation of shielding measures from 1 August we expect most staff will attend school in September.</p> <p>As we are following the full range of Government measures in the guidance the risk to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p>Advice for those who are clinically vulnerable, including pregnant women should be followed clinically-vulnerable, including pregnant women.</p>			(3x3) + 3 = 12 Medium risk

			Staff who were considered to be clinically extremely vulnerable have now been advised to return to work from 1 August as long as they maintain social distancing. These staff should inform their line manager of their position and an individual risk assessment can be carried out outlining their duties and re-assigning their role if necessary.			
25	Staffroom	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>The staffroom on both sites are large enough for social distancing measures to be in place. Staggered lunch times will enable smaller numbers of staff to use the staffroom throughout the day. Staff must be aware of the importance of social distancing to uphold our risk assessment and ensure we can comply with test and trace measures in the event of an outbreak at school.</p> <p>Staff must not group together and leave us at risk of a large number of staff needing to self-isolate if one staff member has a positive result.</p> <p>Staff must adhere to the signage in the staffroom and wash their hands on entry to the staffroom and clean away their own crockery and utensils to avoid another member of staff touching them.</p>			(3x3) + 3 = 12 Medium risk
26	Personal care	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>PPE only needed for:</p> <p>children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</p> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>Minimise close contact time without negative impact on personal care.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	3	3	(3x3) + 3 = 12 Medium risk
27	1:1 LSA's	Staff, parents and pupils	Care in line with government guidance:	3	3	(3x3) + 3 = 12

		could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Instruction provided on how to use PPE correctly including hand hygiene. Minimise close contact time. When TA's are working 1:1 with more than one pupil during the week they should try to keep the sessions shorter than 15 minutes. Strategies to keep the adult as far away from any coughs, sneezes as possible (e.g. sitting/standing behind and above child.)			Medium risk
28	Face Masks	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	DfE guidance recommends pupils attending secondary schools should wear face masks in communal areas in the school such as corridors when there are large volumes of pupils. This is currently matched by the WHO advice. Face masks are not being recommended in primary schools and our risk assessment has other safety measures in place to protect pupils. In line with DfE and WHO advice we are not currently allowing pupils to wear face masks at school. Those who wear face masks to school - such as those using public transport - shall be asked to remove their face masks at the school gates. We shall update our advice in line with WHO and DfE recommendations. Teaching staff will not wear face masks as this has a strong likelihood to inhibit learning. The following staff may wear face masks as is their usual practice: Medical staff Catering staff SMSA's (lunchtime staff) If other staff feel they need to wear a face mask they should speak to the headteacher and a personalised risk assessment may be put in place	3	3	(3x3) + 3 = 12 Medium risk
29	School lettings	Staff, parents and pupils	School lettings generate considerable income for the school. An	3	3	(3x3) + 3 = 12 Medium risk

	could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p>individual risk assessment will be carried out for any potential after school lettings that take place from September 2020 onwards.</p> <p>When the school site is used for a letting - for example SSUK after school club, the responsibility will lie with the provider to ensure the rooms in use are left in the same way they were found, resources should never be shared between children attending the letting and those at school during the school day and touched areas such as handles and doors should be cleaned by the provider at the end of the day.</p> <p>The school will permit lettings for pupils attending other schools.</p> <p>When proposed lettings involve adults who are not usually part of our school community e.g Bless Community Church or Sing Gospel these factors shall be accounted for in the individual risk assessment and a decision will be made to go ahead with the letting based on the outcome of these risks.</p>			
--	---	--	--	--	--

Likelihood of occurrence after recommended controls added (L)	Likelihood = Probability of occurrence based on specific activity being assessed
Very unlikely	1
Unlikely	2
Possible	3
Likely	4
Very likely	5

Impact (I)	Impact = Estimate of harm based on specific activity being assessed
Negligible	1
Minor	2

Moderate	3
Major	4
Extreme	5

Overall Risk (L X I) + I

<10 = Low

10-19 = Medium

20-30 = High

Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:	Negligible	Minor	Moderate	Major	Extreme	