

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 13, November 2020 5, December 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
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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. All staff who are in the CEV category should identify themselves to their line manager and have their own individual risk assessment.

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>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. Parents will be advised to wear face coverings if they are collecting at busier times and when it is congested.</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 their household who does, do not attend school.</p>	2	3	(2x3) + 3 = 9 Low risk

			<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	(2x3) + 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 contacts will be taken to ensure we are able to follow contact tracing in the event of a positive case. Visitors will be asked to thoroughly wash their hands before they leave the office and enter the school site. 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	(2x3) + 3 = 9 Low risk
5	Classroom activities for pupils with the	Staff, parents and pupils could become infected	Guidance for full opening of schools should be followed. This guidance includes practical ways to maintain social distancing for	2	3	(2x3) + 3 = 9 Low risk

	<p>maturity and ability to observe social distancing and personal hygiene instructions e.g. older KS2 pupils</p>	<p>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>Primary schools.</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</p>			
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			<p>provided in classrooms and other learning environments.</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>			
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	<p>$(3 \times 3) + 3 = 12$ Medium risk</p>
7	School lessons/ curriculum	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to	<p>Consider which lessons or classroom activities could take place outdoors</p> <p>Use the timetable and selection of classroom or other learning</p>	2	3	<p>$(2 \times 3) + 3 = 9$ Low risk</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>environment to reduce movement around the school or buildings</p> <p>PE 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> <p>Art takes place in a specialist classroom, resources are not shared between bubbles unless they have been cleaned in advance.</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 will follow the DfE guidelines in relation to provision for singing. When planning music provision, we will consider additional safety measures such as increased social distancing, well ventilated locations, not sharing microphones, no raised voices (no shouting)</p> <p>The latest guidance states: Although singing does not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing can still take place.</p> <p>The following safety measures will be put in place:</p> <ul style="list-style-type: none"> ● Use a room or large hall ● Ensure the space is well ventilated to allow natural air flow ● Social distancing measures should be in place for pupils ● Strict social distancing between pupils and any adults such as teaching staff, conductors or musicians ● Background or accompanying music should be kept to levels which do not encourage teachers or other performers to raise their voices ● Microphones should not be shared <p>CtS will continue to use our specialist music teachers who will comply with the DfE guidance for peripatetic teachers including taking particular care to maintain social distancing from other staff and</p>			

			<p>pupils.</p> <p>Christmas Recording Nursery pupils will practise and record their Christmas Nativity in their class bubbles which will be maintained throughout the performance</p> <p>Reception pupils will practise and record their Christmas Concert in their class bubbles and the usual covid safety precautions will be followed</p> <p>B'way Advent Carols Year 3 to Year 6 pupils will practise their carol singing in their class groups in music lessons in line with the DfE guidance Recording will take place in the week commencing Monday 7th December in the Church and each year group will be recorded individually. The school will follow the DfE guidelines for music teaching in schools and colleges. Filming will take place in Christ the Saviour Church which has very high ceilings and allows for good ventilation. Doors will be open during the filming and practise to support a natural air flow. Children will be socially distanced in pews with vacant pews in between to ensure adequate social distancing.</p>			
9	PE	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 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	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>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>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>			
11	Lunch	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,	<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</p>	2	3	(2x3) + 3 = 9 Low risk

		and, in rare cases, even death	<p>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> <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>	3	3	(3x3) + 3 = 12 Medium risk

			<p>Face masks will be worn when staff are serving meals and in the kitchen when social distancing cannot be followed</p> <p>Disposable gloves to be used at all times as is current practice.</p>			
13	Use of toilets	<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>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	<p>$(2 \times 3) + 3 = 9$ Low risk</p>
14	Playtime activities	<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>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	<p>$(2 \times 3) + 3 = 9$ Low risk</p>
15	Educational visits	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms</p>	<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>			

		such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Local visits may take place but an individual, thorough risk assessment will be completed, as is usual practice, prior to any off site visit. Local visits will not take place during a national or local lockdown.			
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	Breakfast and after school provision is vital for working parents. 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. 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. It is the responsibility of SSUK to clean the tables and toilets after use. 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.			
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	Continue our enhanced cleaning measures including cleaning frequently touched surfaces more often. 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. Friday after school a deep clean to be carried out on both sites. 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: When they arrive at school	3	3	(3x3) + 3 = 12 Medium risk

			<p>When they go to break and when they return from breaks When they change rooms Before and after eating</p> <p>Display hand washing posters at all entrances - and in all pupil toilets.</p> <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	Administering First aid/ Medication	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>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</p>	3	3	(3x3) + 3 = 12 Medium risk

		<p>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 pupils with allergies, epilepsy and other medical needs.</p> <p>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.</p> <p>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. Parents will be contacted.</p> <p>BROADWAY SITE: Inhalers are kept in each classroom. AAI's for Year 3 are kept in the Welfare room and for Years 4,5 and 6 are kept in a secure cabinet on the Year group floors. 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.</p> <p>Medical staff should be informed if a child has used their inhaler and a slip will be sent home to inform parents. 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.</p> <p>If a bump to the head, the class teacher should call the medical room and the child should be collected from the classroom by medical staff. A slip will be sent home and parents will be called.</p> <p>If a child has a suspected temperature, call for medical staff who will come to the classroom and their temperature will be taken. If they have a fever see response to Covid symptoms below.</p>			
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			<p>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</p> <p>Broadway Site Spare inhalers are kept in the front office SLT office and medical room Spare epi pens in the kitchen and welfare room</p> <p>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.</p> <p>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)</p> <p>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.</p> <p>At the end of every day, just before 2.30pm, the admin team will bring round any completed medical slips to the classrooms.</p> <p>Lunch Grove Site - Purple lanyards are worn to identify children who have an allergy or a food preference. Broadway Site - Purple lanyards are worn only by pupils with a food allergy as children are at an age to be able to identify food preferences themselves. 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</p>			
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			<p>allergies. They should be positioned closest to the door and visible to the lunchtime staff.</p> <p>No children can share any lunch at any time. We are a Nut Free School and no lunches should contain nuts.</p> <p>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.</p>			
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:</p> <ol style="list-style-type: none"> Covid-19 symptoms, taken a test, tested positive in the last 7 days. <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 further guidance 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 stay at home guidance followed.</p> <p>Senior staff on site will swiftly communicate with parents and ask for the child and any siblings to be collected immediately. This is why two emergency contacts are essential. School staff will continue to safeguard the child whilst they wait for collection and will ensure they are adequately supervised.</p> <p>This guidance states that they must self-isolate for at least 10 days and</p>	3	3	(3x3) + 3 = 12 Medium risk

			<p>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. We shall not carry out any tests at school.</p> <p>If a staff member develops symptoms they should swiftly inform their line manager and leave the school site immediately. They must 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</p>			
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			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)			
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 syndrome respiratory symptoms, and, in rare cases, even death	<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. If a child displays covid symptoms and the parent does not wish for them to have a test they should remain absent from school for 10 days.</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 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. Staff who have received a positive test should communicate with the Headteacher before returning to work after the 10 days to ensure we support a positive return to the workplace.</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>			(3x3) + 3 = 12 Medium risk

			<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. 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. 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.</p>			
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> <p>The school will inform parents if there is a confirmed case in the class</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	<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. 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</p>			(3x3) + 3 = 12 Medium risk

		such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	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.			
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> <p>Staff who are categorised as clinically extremely vulnerable will have their own individual risk assessment and will follow advice from their own medical consultant.</p> <p>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. It may be necessary for them to work off site if they are unable to maintain strict social distancing.</p>			(3x3) + 3 = 12 Medium risk
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.</p> <p>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</p>			(3x3) + 3 = 12 Medium risk

			on entry to the staffroom and clean away their own crockery and utensils to avoid another member of staff touching them.			
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 and Dramatherapist	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>Care in line with government guidance:</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> <p>Instruction provided on how to use PPE correctly including hand hygiene.</p> <p>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.</p> <p>Strategies to keep the adult as far away from any coughs, sneezes as possible (e.g. sitting/standing behind and above child.)</p> <p>Dramatherapist will follow all procedures in our risk assessment and maintain 2 meters when working 1:1 with pupils.</p>	3	3	(3x3) + 3 = 12 Medium risk

			<p>Children will have individual 'play boxes' so that they do not share fabrics, blankets, art materials, paper, puppets or soft toys which cannot be cleaned in-between sessions.</p> <p>Toys and objects which can be cleaned and disinfected in-between sessions will be shared but cleaned in between sessions.</p>			
28	Face Masks	<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>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. However some pupils, staff and parents feel more comfortable wearing a mask in school and this will be permitted.</p> <p>When pupils are wearing face masks at school staff will ensure they are being worn safely and in line with the current guidance:</p> <p><i>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</i></p> <p><i>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</i></p> <p>The majority of teaching staff will not wear face masks as this has a strong likelihood to inhibit learning. Some staff may request to wear a face mask and this will be recorded as a safety measure in their own risk assessment. The following staff may wear face masks as is their usual practice:</p>	3	3	(3x3) + 3 = 12 Medium risk

			<p>Medical staff</p> <p>Catering staff</p> <p>SMSA's (lunchtime staff)</p> <p>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</p>			
29	School lettings	<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 lettings generate considerable income for the school. An 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>	3	3	(3x3) + 3 = 12 Medium risk
30	Christmas Activities	<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</p>	<p>A variety of Christmas activities have been arranged and we have thought carefully about how to mitigate against risks whilst maintaining the enjoyment of Advent.</p> <p>Christmas Post:</p> <ul style="list-style-type: none"> • Pupils will be able to post their letters up until Friday December 11th. • The post box will then be shut up and 'quarantined' for 48 hours over the weekend. 			

		<p>symptoms, and, in rare cases, even death</p>	<ul style="list-style-type: none"> • A small group of responsible Year 2 and Year 6 pupils from one bubble will then be asked to help sort the cards. They will wash their hands before and after handling the cards and will be supervised by an adult. • The cards for each class will then be put in class boxes and left to 'quarantine' again for 48 hours. • All cards will then be sent up to classes towards the end of the last week of term and will be given out by the class teacher within the bubble. <p>Christmas Concerts and Advent Singing</p> <p>See section 8</p> <p>Year 6 end of term Disco's</p> <p>Year 6 pupils will enjoy these parties in their own classrooms and within their own class bubble. Rooms will be well ventilated, children will be encouraged to socially distance as they do during their usual class activities and when children are grouping or dancing together for longer periods they will be encouraged to move apart as is usual at playtimes and lunchtimes.</p> <p>Santa Run</p> <p>Pupils will take part in the SANTA run during their PE lessons and within their own class bubbles. Each child will be given their own santa hat.</p>			
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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
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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	