



# Risk assessment for Covid-19

Version 8 ~ 29<sup>th</sup>  
November 2021



# RISK

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**Coronavirus (COVID-19): Risk Assessment Action Plan for return to school in January 2021.**

**for Teagues Bridge Primary School**

Assessment conducted by: Sarah Abdulla	Job title: Headteacher	Covered by this assessment:
Date of assessment: 26 <sup>th</sup> November 2021	Date of next review: 4 <sup>th</sup> January 2022	This document was written on 29 <sup>th</sup> November 2021

The sole purpose of this risk assessment is to support schools returning to restrictions in the event of high cases of Covid-19 from 29<sup>th</sup> November 2021, while reducing the risk of coronavirus transmission.

- For the purpose of this risk assessment, the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school.
- Staff and unions must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic. This is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/ amended/ added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.
  - <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-school-college-and-university>

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g., risks for pupils with complex needs.
Risk Controls:	<p>The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context:</p> <ul style="list-style-type: none"> <li>• Separate play zones for all bubbles</li> <li>• Dinner to be eaten in classrooms and individual bases in the hall to avoid the mixture of bubbles.</li> <li>• Regular cleaning schedule in place</li> <li>• All cleaning equipment to be located in each classroom.</li> <li>• Toilets to have a deep clean at dinnertime and the end of the day.</li> <li>• All staff to remain in their bubble and not to wander into other bubbles.</li> <li>• Ensure social distancing is adhered to at all times and dinnertime.</li> <li>• Hand sanitiser to be located all around school and in each classroom and key corridor areas.</li> <li>• No equipment to be used at dinnertime.</li> <li>• Sports equipment to be cleaned after use and before new group.</li> <li>• Staggered use of toilets to avoid overcrowding in the corridor whilst waiting for the toilet - only one at a time to go to the toilet, escorted by the TA.</li> <li>• Teacher to have a designated teaching area that they must remain in, allowing them to maintain social distancing.</li> <li>• Reading books to be kept in a quarantine box for three days after return to school before being wiped down and returned to the reading areas.</li> <li>• Staff to wear face masks when outside of the classroom bubble, in communal and confined spaces</li> <li>• Staff to attend CPD/Staff meetings via TEAMS.</li> </ul>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.

Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls. Head Teacher Sign <u>S. Abdulla</u> Date 29 <sup>th</sup> November 2021 Chair of Governors sign: <u>R. Gregory</u> Date 30 <sup>th</sup> November 2021
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.

Line Manager Check: Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	L	<ul style="list-style-type: none"> <li>Head and SLT to read all new guidance and communicate with all staff and reflect any necessary changes in the risk assessment asap.</li> <li>All guidance from the LA, DfE, NHS, PHE and The Department of Health and Social Care are read thoroughly, and actions taken where needed. Key information is shared with all staff.</li> <li>Information on the school website is updated regularly ensuing information is always current.</li> <li>Parents and Pupils are updated via text, e-mail and letters on the school website.</li> <li>Any changes in information and procedures to be shared with the Chair of governors.</li> </ul>	L	L	SA MH NW EW	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Covid-19 compliant certificate to be displayed in the main foyer, around school and on the school website.</li> <li>• All staff have guidance in the Lateral Flow Testing procedures.</li> <li>• Headteacher attends regular Primary Heads Forum meetings where updates are shared.</li> </ul>					
Poor communication with parents and other stakeholders	L	<ul style="list-style-type: none"> <li>• All parents to have access to the risk assessment via website or a hard copy on request.</li> <li>• All staff to have access to the risk assessment via e-mail, T-drive or can download a hard copy.</li> <li>• Parents to have very clear information regarding the procedures when a class has an outbreak of Covid-19, what will happen and why this needs to happen. This information will be e-mailed to them and will be available on the school website.</li> <li>• Teachers will contact parents at their request and will inform the office staff of a convenient time to use this office phone. This will be cleaned before use and placed through the screen on the other side of the office for the member of staff.</li> <li>• Teachers will communicate with parents daily via Purple Mash and Microsoft Teams and via the school e-mail account.</li> </ul>	L	L	SA	29.11.21	RG
Lack of awareness of policies and procedures	M	<ul style="list-style-type: none"> <li>• Review all policies and procedures in line with the government guidelines and changes</li> </ul>	L	L	SA	29.11.21	RG

- All staff to have copies of policies and can access them from the T-drive.
- The following policies need to be read thoroughly by all staff:
  - Health and Safety Policy
  - Fire procedures
  - Social Distancing policy
  - School day structure
  - Covid-19 Safeguarding policy
  - Infection control policy
  - First aid policy
  - Intimate care policy
  - Behaviour policy
  - Plan of the school ~ outline of the one-way system.
  - Potential outbreak in a classroom procedure
  - School closure due to Covid-19 procedures.
  - DfE and PHE COVID-19: guidance for schools.
  - School's infection control procedures in relation to Coronavirus
  - Daily checklist of routine and procedures
  - Cleaning schedule
  - Checklist of do's and don'ts for teachers and teaching assistants.

Staff ~ read policies and procedures

Extremely clinically vulnerable (High risk) individuals	H	<ul style="list-style-type: none"> <li>• Individual risk assessment to be completed for staff in high-risk category exposure to Coronavirus.</li> <li>• Risk assessment to be reviewed every 2 weeks or in the event of an outbreak.</li> <li>• People who live with those who are clinically extremely vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> </ul>	L	L	S. Abdulla	29.11.21	RG
Clinically Vulnerable staff and pupils	H	<ul style="list-style-type: none"> <li>• Individual risk assessment to be completed for vulnerable staff and pupils.</li> <li>• Protective measures will be put in place for staff and pupils, as far as is possible, to ensure that the risk of transmission is reduced.</li> <li>• Clinically vulnerable staff to be wearing masks when working in confined areas outside of the classroom, where social distancing cannot be adhered to and when administering first aid.</li> <li>• Clinically vulnerable staff can attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</li> <li>• This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</li> <li>• People who live with those who are clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</li> </ul>					
Poor hygiene practice in school - <b>General</b>	H	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g., washing hands before entering and leaving school)</li> <li>• Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>• School to use the E-Bug material, this is to be revisited by all classes on returning 8<sup>th</sup> March.</li> <li>• School nurse to provide hand wash demonstrations.</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> </ul> </li> </ul>	L	L	S. Abdulla	29.11.21	RG



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|  |  | <ul style="list-style-type: none"><li>- To throw all tissues in a bin</li><li>- To avoid touching eyes, nose and mouth with unwashed hands.</li></ul> <ul style="list-style-type: none"><li>● Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas.</li><li>● Each group to wash their hands at the classroom sinks and not to send children to the toilets to wash hands. Supervision is greater in each class base.</li><li>● Teacher/TA to supervise the washing of children's hand, ensuring washing is thorough.</li><li>● Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils.</li><li>● All utensils are thoroughly cleaned before and after use.</li><li>● Cleaners are employed by the school to carry out additional cleaning at dinnertime. Door handles, doors and toilets are cleaned during the day, after every session and paper/hand towels are refilled regularly after each session of hand washing and tissue bins tidied up and disposed of. Cleaning during the day to be carried out by SA, NW and designated Teaching assistants.</li></ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Pupils and staff to wash hands on entry to school, before break, after break, before dinner and after dinner.</li> <li>• Staff and Visitors to sanitise hands on entry into school using automatic sanitiser in the main foyer.</li> <li>• Electronic hand sanitisers to be located around school and at the school entrance (to reduce contact with hand pumps)</li> <li>• All staff to use hand sanitiser on entry into school.</li> <li>• All contractors and visitors to use hand sanitiser on entry into school.</li> <li>• Handwashing instructions to be displayed in every classroom and all toilets including staff toilets.</li> <li>• All staff and children to regularly watch the hand washing DVD. Parents to have access to this DVD to promote good hand washing at home.</li> <li>• The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</li> </ul>					
Hand Hygiene	H	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at school,</li> </ul>	L	L	Abdulla	29.11.21	RG

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|  | <ul style="list-style-type: none"> <li>● before break as they are eating their tuck</li> <li>● when they return from break.</li> <li>● when they change rooms</li> <li>● before and after eating.</li> <li>● Before and after dinnertime</li> <li>● Handwashing instruction posters are displayed in all classrooms and all toilets. These are child friendly.</li> <li>● All classrooms have soap dispensers and children are supervised when washing their hands.</li> <li>● NHS have been into school to show children how to wash hands thoroughly. School to invite NHS back in September to demonstrate to the whole school.</li> <li>● Paper towels in all classrooms and toilets</li> <li>● Bins located near washing stations (these are double lined) and emptied throughout the day. All bin bags will be tied when being changed.</li> <li>● Electric hand sanitizers located in crucial areas around school - Main entrance KSI and KS2 Corridors, Reprographics room, conference room and offices.</li> <li>● All classrooms have hand sanitizer which are 70% alcohol based.</li> <li>● Younger children (EYFS) to be given help when washing hands in the classroom and toilets.</li> <li>● Skin friendly skin cleaning wipes can be used as an alternative for those children who are experiencing skin problems from washing with the soap and using the sanitizer.</li> </ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Children with skin problems can bring their own soap, this must be kept in a closed bag inside their school bag until needed.</li> <li>• Handwashing DVD to be shared regularly with all children so this becomes part of their culture.</li> <li>• DVD to be shared with parents so they can reinforce this at home.</li> </ul>					
Poor hygiene practice – specific – school entrance and school office	M	<ul style="list-style-type: none"> <li>• Parents to wear masks when entering the reception area, if they don't have a mask, one can be provided. If they will not wear a mask, they must wait outside the door and the admin team will come to them. A poster is displayed in the reception area to remind parents to wear a mask.</li> <li>• Dropping off at breakfast club will be at the main door and not the hall door. Parents to be greeted to reduce the parent traffic entering the school.</li> <li>• Office glass to be always closed as this creates a natural barrier from visitors. This must not be opened when dealing with contractors, visitors, parents.</li> <li>• Receptionist to have a written log of staff, visitors, parents etc. Admin to sign all staff, visitors and contractors in. If the office staff are not available, everyone must sign themselves in using their own pen. Don't share pens!</li> </ul>	L	L	S. Abdulla H. Powell J. Bates	29.11.21	

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|  | <ul style="list-style-type: none"> <li>• Reception area, doors, bannisters, touch points to be cleaned regularly and when contractors have entered and exited the site.</li> <li>• Parents are discouraged to enter; the main reception door will be locked. Parents have been informed about leaving messages in the box outside the Reception door or e-mail/telephone. Staff on the gates to have a notepad and pen to take messages from parents to share with the class teacher via email.</li> <li>• Office staff to keep a front door key, this needs to be wiped down if being passed to another member of the office team.</li> <li>• Signage is displayed on the Reception door to discourage parents from entering.</li> <li>• Signage on the office door discourages staff from entering. All staff should knock and then stand back behind the green line.</li> <li>• No staff should be entering the offices without consent from the person they have come to see and only if social distancing can be adhered to.</li> <li>• Office staff to clean down computers, phones, touch points, glass etc throughout the day. They must adhere to the social distancing policy.</li> </ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Office staff to use their own equipment and not share, if sharing is necessary, all equipment must be disinfected before and after use.</li> <li>• Automatic hand sanitiser dispenser is located in the main reception for all staff to use on entry and exit from the site and for all visitors to use.</li> <li>• If teachers need to use the office phone, it is to be cleaned with disinfectant wipes before and after use. Teachers are to use the phone in the entrance hall, phone to be passed through the window and the window closed.</li> </ul>					
Poor Hygiene practice – specific – office spaces	M	<ul style="list-style-type: none"> <li>• Tissues and hand sanitiser are available for each member of staff in the main office.</li> <li>• Office staff have their own cleaning products (disposable cloths, spray, gloves, apron etc).</li> <li>• Office staff to use sanitiser on entry and throughout the day.</li> <li>• Office staff to wipe down phones, computers, touch points door handles throughout the day (at least 4 times a day)</li> <li>• Workstation to be cleaned before and after use.</li> <li>• Telford and Wrekin cleaners to thoroughly clean the offices at the end of the day.</li> <li>• Glass partition to remain closed always when dealing with parents, visitors, and contractors.</li> </ul>	L	L	S. Abdulla H. Powell J. Bates	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Office staff to remain behind the glass always. If they must escort a contractor around school, a face covering must be worn and 2m social distancing must be adhered to.</li> <li>• Office staff must not allow other staff to enter the office due to the confined space. They must remain behind the green line and wait for a member of the office to come to them.</li> <li>• In the event of medication being needed; the TA would bring the child to the top of the hall, stand behind the green line and then office staff come out of the office to give the medicine with the TA waiting to be a witness. Office member to wear a mask when administering first aid. If no Office staff available, the head will administrate it with the TA as a witness to this.</li> </ul>					
System of Controls - Prevention	H	<p>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</p> <p>2) Wear face masks when at the school gate and in contact with parents, when in a confined space and social distancing cannot be adhered to. Each bubble will enter and exit school via their own gate to minimise the number of parents congregating in one space.</p> <p>3)when exiting the school if you develop symptoms.</p>	M	M	S. Abdulla All staff	29.11.21	RG

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|  | <p>4) clean hands thoroughly more often than usual</p> <p>5) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>6) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products purchased from Telford and Wrekin cleaning services. Each classroom and offices have their own cleaning products and sanitisers (Gloves, disposable gloves and cleaning products).</p> <p>7) minimize contact between individuals and maintain social distancing wherever possible. Children must not enter other bubbles/classrooms. Children are not to wander around school (class registers will be collected by the office staff or assistant head). Any child needing the toilet must be accompanied by an adult. Only 1 child at a time from each classroom. Children must wait behind the green line/green square if the toilet is occupied. Only two children at a time in the toilets.</p> <p>8) where necessary, wear appropriate personal protective equipment (PPE). Staff to wear PPE when moving around school or entering another classroom. Face coverings to be used in the reprographic room, conference room and staff room. PPE to be worn when administering first-aid or dealing with accidents/sickness/Covid-19 cases. Face masks to be worn around school once leaving the bubble classroom.</p> |  |  |  |  |  |
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		9) Always keep occupied spaces well ventilated.					
System of Control - Responsive	H	10) Engage with the Health Protection Hub at Telford & Wrekin Following the process that has been provided to schools and use the notification form provided to advise of any confirmed or suspected cases of staff or pupils within the school  11) manage confirmed cases of coronavirus (COVID-19) amongst the school community  12) contain any outbreak by following health protection hub and PHE advice	L	L	S. Abdulla	29.11.21	RG
Poor hygiene practice – specific – spread of potential infection at the start of the school day.	H	<ul style="list-style-type: none"> <li>Information to young people, parents, carers and visitors not to enter school if they display any symptoms of Covid-19, giving them details about what they should do if their child becomes ill. Outline the procedures and when to contact school.</li> <li>All staff and parents have a copy of procedures to follow in the event of an outbreak.</li> <li>On entry to the building, children will be supervised washing their hands-on entry to the classroom. An adult will be situated by the handwashing station to ensure all children are washing hands thoroughly. Children in the main entrance to be seated in the hall on entry to the school.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Children must not sit at their desks until their hands are washed.</li> <li>• All adults to wash their hands-on entry to the classroom and use sanitiser.</li> <li>• All children to have information about the rules and procedures in school and how we move around school. These will be clearly displayed and referred to throughout the day.</li> </ul>					
Poor hygiene practice – specific – toilet/changing facilities.	M	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron.</li> <li>• Soiled items to be disposed of in yellow bags.</li> <li>• Staff to follow specific intimate care procedures. Policy to be shared with all stakeholders.</li> <li>• Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>• Restrict numbers of children using the toilets to ensure 2m social distancing is maintained. Only two children in a toilet at a time. Sinks and toilets are sealed off to help with social distancing.</li> <li>• Provide paper towels instead of blow dryers (less risk of aerosol)</li> <li>• Prop doors open where possible to reduce hand contact surfaces.</li> <li>• One child at a time to be taken from each class with the TA to the toilet. The TA should not be taking</li> </ul>	L	L	SA Teachers	29.11.21	RG

		<p>groups of children to the toilet because of the confined space outside the toilets whilst waiting to use them.</p> <ul style="list-style-type: none"> <li>• Each base to check availability within the allocated toilets before sending children.</li> <li>• If toilets are in use children must wait in the safe green square or behind the safe green line.</li> <li>• Children must be reminded about washing their hands every time they use the toilets.</li> <li>• Toilets to be cleaned after break, at dinnertime and at the end of the day.</li> <li>• All staff to clean the staff toilets after use, cleaning products available in toilet area.</li> <li>• Paper towels to be doubled bagged at 11.00 and 1.15 and 3.30.</li> <li>• Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, safe practices are followed, and the risk of infection is reduced for staff and pupils.</p>					
Poor hygiene practice – specific – end of the school day.	H	<ul style="list-style-type: none"> <li>• Inform parents about the need for safety and keeping the children, themselves and staff safe at all times.</li> <li>• Children not collected should wait in their classrooms or the hall until the parent arrives to collect them.</li> </ul>	L	L	S. Abdulla Teachers	29.11.21	RG

		<ul style="list-style-type: none"> <li>If a child is not collected on time, the teacher must e-mail the office and inform them, they will then contact the parent and keep the teacher informed. When the parent arrives at the office the teacher will be informed and must bring the child/ren to the main office.</li> </ul>					
Ill health in school.	H	<p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> <li>A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature).</li> <li>A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</li> <li>A change to their normal sense of taste or smell (anosmia)</li> <li>Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub</li> </ul> <p>They must be sent home and advised to follow <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a>, which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus</p>	M	M	S. Abdulla	29.11.21	RG

(COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Complete the school notification form and send to [HealthProtectionHub@telford.gov.uk](mailto:HealthProtectionHub@telford.gov.uk)

- Appropriate PPE is in the shower room. PPE to be worn when dealing with a child/adult with Covid-19 symptoms. This must be disposed of immediately after use, double bagged and placed outside in the bin.
- All staff are informed of the procedure in school relating to a pupil becoming unwell in school.
- Any pupil who displays signs of being unwell is immediately referred to the headteacher and isolated in the middle office away from any children and staff. Parents to be contacted immediately and asked to collect them from the main entrance, a member of staff will bring the child to the door, parents are not to enter the school building.
- Any staff member who displays signs of being unwell immediately refers themselves to Mrs S. Abdulla and is sent home.
- Where the named person, Mrs Abdulla is unavailable, staff ensure that any unwell pupils are moved to the middle office and supervised by Mrs Woods, whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to

follow the COVID-19: Guidance for households, including accessing testing.

- If social distancing cannot be followed, staff must wear PPE when supervising a possible Covid-19 illness.
- If a pupil needs to use the bathroom, they should use a separate bathroom, this is allocated opposite the heads office which will be cleaned after use.
- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if 2 metres cannot be maintained.
- If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by Mrs Abdulla and Mrs Woods. If there is a risk of splashing, eye protection should also be worn.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
- Unwell pupils who are waiting to go home are supervised in the middle office where they can be at least two metres away from others, if this is not possible the adult present must wear a face mask.
- Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and

		<p>disinfected once vacated. Cones and signs to be cited at the top of the middle office.</p> <ul style="list-style-type: none"> <li>• Following a suspected case head teacher should follow the guidance, contact Public health and complete the referral form, inform parents once a positive case is confirmed and interview the teacher and adults connected to the bubble to ascertain who has had contact with the possible Covid-19 case.</li> <li>• Engage with NHS test and trace process.</li> <li>• Contain any outbreak by following local health protection team advice.</li> </ul>					
Personal Protective Equipment	H	<p>PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>PPE to be worn when administering first aid and supporting a child who is feeling unwell in any way.</p> <p>More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</p>	M	M	SA	29.11.21	RG
Face Coverings	H	<p>Ensure where there is a need for face coverings in the school the control is implemented.</p> <p>Ensure that the face covering is appropriate for the task intended. Face shields alone are not deemed to be face</p>	M	M	SA	29.11.21	RG

coverings. A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose or mouth.

Staff or visitors to wear face coverings in communal areas outside the classroom where the layout of the schools makes it difficult to maintain social distancing when staff and pupils are moving around the premises, for example, corridors.

schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.

Exemptions -Some individuals are exempt from wearing [face coverings](#).



<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>H</p>	<p>Schools to minimise contacts and mixing while delivering a broad and balanced curriculum. All children to always remain in their classroom bubble, during break-time and dinnertime and exit and entry times.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>● Leaders to identify and communicate clearly to parents and pupils the times to arrive and times to leave.</li> <li>● Teachers to ensure desks are all facing forward and there is some distance across the classroom.</li> <li>● Having 30+ children in a class will make it impossible to socially distance within the classroom, therefore we will work through the hierarchy of measures set out. <ul style="list-style-type: none"> <li>➤ Avoiding contact with anyone with symptoms</li> <li>➤ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➤ Regular cleaning of settings</li> <li>➤ Minimising contact and mixing outside the bubble and with other adults.</li> </ul> </li> </ul>	<p>M</p>	<p>M</p>	<p>S, Abdulla</p>	<p>29.11.21</p>	<p>RG</p>
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		<p>➤ Limit sharing of resources within bubbles</p> <p>It is still important to reduce contact between people. As much as possible, and we can achieve that and Reduce transmission risk by ensuring children, young People and staff where possible, only mix in a small, Consistent group and that small group stays away. From other people and groups.</p> <ul style="list-style-type: none"> <li>• Timetable reviewed and refreshed, and programme communicated to teachers and staff.</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms.</li> <li>• No assembly and no singing to take place in the hall.</li> <li>• Assembly to take place via Microsoft teams, head to remote into each classroom.</li> </ul>					
High Numbers in each bubble/classroom	H	<ul style="list-style-type: none"> <li>• Movement to be limited so that children are not overcrowded when queuing etc.</li> </ul>	M	M	S. Abdulla	29.11.21	RG
Limited room in staffroom and toilets	M	<ul style="list-style-type: none"> <li>• Only 2 staff in the staff room at any given time.</li> <li>• All staff to use their own cups, plates, cutlery etc and then wash them after use. Plates etc should not be left in the kitchen sink for the caretaker to wash.</li> <li>• Conference room to be used for staff to eat their lunch whilst maintaining social distancing, leaving every other chair free. Tables to be cleaned after use and hand sanitiser to be used before and after eating.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>Plates, cutlery, cups to all be removed from the conference room after eating.</li> <li>Staff are not to go and join other staff in different classrooms to eat their dinner.</li> </ul>					
Overcrowding in children's toilets	H	<ul style="list-style-type: none"> <li>Toilets upstairs to become unisex and be allocated to base 8 and 9 only. This will allow teachers to easily check if they are available and safe distancing can be achieved, it will limit movement on the stairs.</li> <li>Downstairs girls' toilets to become unisex for base 7 and 6 to use.</li> <li>Base 1 and 2 to use the toilets next to base 2.</li> <li>Base 3 and 4 to use the toilet between base 3 and 4.</li> <li>Children to be toileted before and after break and before and after dinner.</li> <li>Children should always be accompanied by an adult and toilets cleaned after use.</li> <li>Adults to be allocated toilet duty at dinnertime and break-time to supervise and clean toilets.</li> <li>Children to go two at a time to the toilet at dinner time and break time, these must be cleaned after use.</li> <li>Aprons, masks, gloves and disposable cloths to be kept in each class in the teacher's cupboard for easy access when Teacher/TA is cleaning.</li> </ul>	M	M	S. Abdulla M. Hale N. Woods E. Wilkinson	29.11.21	RG
Insufficient room in the staff room	M	<ul style="list-style-type: none"> <li>2 adults only in the staff room at any given time.</li> <li>Drinks to be made and then taken to the conference room to drink if space is limited.</li> </ul>	L	L	S. Abdulla All staff	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Conference room to be used for drink and lunch, maintaining social distancing at all times.</li> <li>• Tables in conference room to be cleaned after use.</li> </ul>					
Mental Health and Wellbeing for pupils	M	<ul style="list-style-type: none"> <li>• Where all year groups are returning to school, we would expect leaders and teachers to. <ul style="list-style-type: none"> <li>➤ consider their pupils' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn.</li> <li>➤ assess where pupils are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks.</li> <li>➤ identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils.</li> <li>➤ Inclusion mentor to support any children showing signs of anxiety and mental health. Inclusion mentor to work with individual children in the conference room.</li> </ul> </li> </ul>	L	L	S. Abdulla	29.11.21	RG
A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>• Follow guidance from the Test and Trace team in the Health Protection Hub</li> <li>• Inform parents about procedures when a case is confirmed in school.</li> </ul>	M	M	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Inform parents immediately re a confirmed case via e-mail.</li> <li>• Health Protection Hub to check the content of letters to go to parents re an outbreak in a bubble.</li> <li>• Headteacher to liaise with the teacher and adults connected to the bubble with the suspected case to ascertain the contact and those at risk.</li> </ul> <p>Follow guidance from the Test and Trace team in the Health Protection Hub</p> <ul style="list-style-type: none"> <li>• School will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</li> <li>• If a class reaches 30% with a positive Covid-19 result, the whole class must be sent home and asked to remain off school until they have taken a PCR and the result is back. A Negative result and they can return straight away. A positive result and they must isolate for 10 days and members of the household must take LFT's daily.</li> </ul>					
Insufficient staff to run face-to-face sessions for pupils. Supply teachers and temporary staff	L	<ul style="list-style-type: none"> <li>• Minimise contact with staff and pupils.</li> <li>• Maintain social distancing.</li> <li>• Close bubble and teacher to teach the lesson via Microsoft teams. If the teacher and HLTAs are not able to do so, the assistant head will take on this role.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

<p>Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>● Staggered starts to be put in place for break time and lunchtime.</li> <li>● All children will enter and exit through their classroom door for break time, lunch time, PE lessons and entry and exit times. Most children will remain in their classrooms whilst eating their lunch. Each bubble will enter and exit school via their allocated gate or main entrance.</li> <li>● Allocated outdoor areas for each year group to be identified for break time and lunchtime.</li> <li>● Lunchtime to be staggered for each year group. Each group will be allocated an area of the playground where they can play within their group, they must remain in the safe space at all times.</li> <li>● If a year group is allocated the field and it is too wet to use from previous days rain, they will be given an alternative time to go out when the playground zone is free.</li> <li>● Children will be supervised by teachers at break-time Children will be supervised by dinner ladies when outside at dinnertime.</li> <li>● Teachers will administrate first aid at break-time and dinner ladies at lunchtime. They will have their own first-aid kit, first-aid record book and PPE.</li> </ul>	<p>L</p>	<p>L</p>	<p>S. Abdulla Teachers</p>	<p>29.11.21</p>	<p>RG</p>
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- If it is wet break and dinnertime the children must remain in their classrooms and at their designated desks. Children should not be changing desks throughout the day.
- If children require first aid at dinnertime and break time, this will be administrated by Teacher/TA/**Dinner-time supervisor**. If a member of staff is not first-aid trained they must send for another member of staff that is trained.
- Pupils advised not to play contact games at break time or lunchtime. Ball games and shared outdoor equipment to be prohibited.
- Pupils to be supervised in washing hands before and after lunch.
- If children need the toilet at dinnertime they must be escorted to the toilet by the dinner lady on duty, checking there is space for them to safely use the facilities.
- All children to be toileted before and after dinnertime.
- Touch terminals/cashless catering is not used. Till operator searches for pupils by name on the electronic system (rather than using fingerprint recognition)
- Tables to be cleaned prior to use, between year groups and at the end of session.

- Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.
- Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Tables must be cleaned prior to lunch.
- Catering staff to provide hot dinners, orders to be taken by the class teacher on arrival and Mrs Abdulla and Mrs Woods to collect the registers and Mrs Abdulla to take this to the cook in charge, Mrs Brown.
- First aid to be administrated in each bubble zone by the teacher/TA. *If they are not qualified first aiders they are to send for a member of dinner-time staff that are qualified (Vikki Preece).* Staff to take out first aid supplies and record book. Resources are allocated to each class along with a first aid book.
- *Each Zone to have a flag at dinnertime to wave when a child requires first aid. VP will then signal when there is a space, and the child will walk around the edge of their bubble and be given an allocated seat for first aid to be administrated.*
- *VP to wear mask, apron and gloves when administrating first aid.*



		<ul style="list-style-type: none"> <li>All teachers to wear a mask, apron and gloves when administering first aid.</li> </ul>					
Catering staff	M	<ul style="list-style-type: none"> <li>Kitchen staff to place meals on the tables next to the designated year group.</li> <li>TA/Teacher to collect hot meals for their children to eat in the classroom.</li> <li>Kitchen staff to give each base a rubbish bag to place the waste and empty boxes.</li> <li>Boxes of cutlery are boxed up for each base.</li> <li>Catering staff to collect rubbish from the outside of each classroom, walking outside the school build via the back-hall door to collect waste.</li> <li>Jugs and cups to be allocated to each classroom and to be cleaned after use and remain in the class bubble.</li> </ul>	L	L	S. Abdulla	29.11.21	RG
Break-time and lunch-time plan	M	<ul style="list-style-type: none"> <li>Each class bubble will be given an allocated time for break and an allocated area to play in.</li> <li>Each class bubble will have a designated time for dinnertime and a zone to play in.</li> <li>Dinner-time staff are not to enter the classroom unless it is wet playtime.</li> <li>Teacher to take the class to the bubble zone for playtime and dinnertime. TA to clean the classroom at the beginning of dinnertime and break-time.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Teacher to supervise the class bubble at break-time.</li> <li>• Please see attached plan for break-time and dinnertime.</li> <li>• Any equipment used must be cleaned straight after use and used only for that class bubble, it must not be passed to another class bubble.</li> <li>• Teachers to take out first aid pack at break-time and dinnertime.</li> <li>• Allocated first aider at dinner-time VP - each zone to wave a red flag when a child requires first aid, VP will call over the child and they will be allocated a seat. First -aid to be given and first-aid slips completed and handed to the teacher in the class pack.</li> </ul>					
Role of the TA - expectations	H	<ul style="list-style-type: none"> <li>• No adult to be leaning over a child's desk, any instruction or modelling should be shown on the white board or the touch screen device by the teacher.</li> <li>• LO and SC to be stuck in prior to the children arriving.</li> <li>• Books collected at dinner time and end of the day in order to prepare work and stick work in for the following day.</li> <li>• Equipment and tables to be cleaned throughout the day.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Children who require the toilet during lesson time need to be taken one at a time and not 2, 3 or 4. Flush handle, toilet door and tap's to be cleaned after use by the adult supervising them.</li> <li>• All adults to maintain 2-metres social distance where possible.</li> <li>• Face masks to be worn when moving into other areas around school for prolonged periods of time.</li> </ul>					
Expectations of the children	M	<ul style="list-style-type: none"> <li>• All children to follow the new behaviour policy.</li> <li>• All children to wash their hands regularly throughout the day.</li> <li>• All children to keep their equipment in their own personal space.</li> <li>• All children to face forward when talking to the teacher and other children.</li> <li>• All children to remain in their designated desk always.</li> <li>• All children to remain in the same desk at all times, they should not change desks throughout the day. If children need to change desks the next day, this must be cleaned down, chairs etc and all equipment passed on to their new station.</li> <li>• All children to remain in their designated zone when playing outside.</li> </ul>	L	L	S. Abdulla Teachers	29.11.21	RG

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|  | <ul style="list-style-type: none"><li>• All children to avoid touching other children and other adults.</li><li>• All children to cough/sneeze into their elbow or tissue and then bin it straight away and wash hands thoroughly with soap and water.</li><li>• All children will refrain from spitting as this will result in exclusion from the class bubble and sent to the headteacher.</li><li>• Purposefully coughing on others will also result in exclusion from the class bubble also.</li><li>• All children are expected to walk through the school gates unaccompanied and line up with their class bubble.</li><li>• All children must ensure they flush the toilet after every use.</li><li>• All children to wash their hands after using the toilet.</li><li>• All children to leave any toys, games etc at home. If a child is particularly anxious about school, they can bring a comfort toy, this must remain on their table and not be handled by other children. Once the child is settled it must be placed in their bag.</li><li>• All children to use the school equipment and not bring pencil cases etc from home.</li></ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>All children to line up at the end of the school day against socially distanced cones.</li> </ul>					
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> <li>Bubbles can be up to the size of a class or where possible try to keep the bubbles as small as practicable.</li> <li>Seat pupils' side by side, not face to face or side on</li> <li>Stagger movement around classroom</li> <li>Staff to maintain social distancing at all times and remain in their teaching square.</li> <li>Individual equipment such as pens, pencils, glue sticks and coloured pencils allocated for each pupil in a clear sealed bag/case.</li> <li>Allocate items such as books/toys to bubbles, to avoid mix use.</li> <li>make small adaptations to the classroom including seating pupils' side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</li> <li>avoid large gatherings such as assemblies.</li> <li>adapt timetables to avoid creating busy corridors.</li> <li>Teachers to remain in their teaching zone and not come out and lean over tables etc. demonstration needs to be via the interactive board or a small white board.</li> <li>Books to be marked after the session and hands washed immediately after.</li> </ul>	M	M	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Where teachers have to teach out of their teaching square, they must wear face coverings or face visors (more applicable for EYFS and KSI).</li> <li>•</li> </ul>					
Cleaning Schedule and cleaning after school with staff in school.	H	<ul style="list-style-type: none"> <li>• Cleaning schedule to be given to all staff, outlining the areas to be cleaned and the frequency of cleaning.</li> <li>• All teachers to be responsible for the cleaning of their classroom to include tables, touch points, doors, children equipment, teacher's area, teachers pen, taps etc. tables to be cleaned before break, after break, before dinnertime, after dinnertime and during the afternoon session (2.00pm)</li> <li>• Children's toilets to be cleaned after break, after dinner and at the end of the day.</li> <li>• Staff toilets to be cleaned after use by the adult using them.</li> <li>• All touch points around school and handrails light switches etc to be cleaned regularly; 11.00, 1.30 and 3.15.</li> <li>• Tissues and paper towels to be double bagged and placed outside at 11.00am and 1.30pm for collection and disposal.</li> <li>• Toilet bins to be emptied and double bagged at 11.00am and 1.30pm and disposed of.</li> </ul>	L	L	S. Abdulla Teachers	3.12.21	RG

		<ul style="list-style-type: none"> <li>• Every classroom be cleaned thoroughly every evening by Telford and Wrekin Cleaning staff.</li> <li>• Staff to ensure that social distancing is maintained at the end of the school day when cleaners are in the classroom. All staff, where possible to vacate the classroom whilst being cleaned and if they can do so work from home any time after 3.30.</li> <li>• Telford and Wrekin cleaners to wear face coverings if staff cannot vacate the classroom.</li> <li>• Photocopier to be cleaned after use by each adult and guillotines (cleaning product available in the room) disposable cloths to be placed in the double bagged bin and emptied at 11.00am and 1.30pm.</li> </ul>					
Movement around school by an increased number of adults	M	<ul style="list-style-type: none"> <li>• One-way system to be followed in school.</li> <li>• All staff have a copy of the one-way system.</li> <li>• Access to the classroom should be via the external classroom door when going out to break and dinnertime and when coming back in. External door to be used when going to do PE outside.</li> <li>• All staff to maintain social distancing around school, waiting behind green lines when entering an enclosed space e.g., Photocopier room.</li> <li>• Where social distancing is difficult, staff must wear face coverings.</li> </ul>	L	L	S. Abdulla Teacher TA	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Designated TA/Teacher to collect dinners from the hall at the designated time for the children to eat in their classrooms.</li> <li>• Adults should not be leaving the school building at dinnertime unless it is urgent, and you must confirm this with Mrs Abdulla before leaving.</li> <li>• Sports coach to enter the classroom via the external door and not walk through the classroom for prolonged periods of time.</li> <li>• 1 adult at a time in the staff toilets. Each adult must clean the toilet after use, to include cleaning the taps, door handle, hand towel dispenser, toilet door and the flush handle on the toilet.</li> </ul>					
Arrival to and from school for all staff with an increase number of adults.	M	<ul style="list-style-type: none"> <li>• No staff to congregate in the main reception area.</li> <li>• Staff must wait if there are 2 or more staff leaving at any one time.</li> <li>• Staff to maintain distance when entering the school ensuring that there is only one member of staff on the stairs leading into the school building.</li> <li>• All staff to use automatic hand sanitiser on entry to the school building in the main reception and on leaving the school building.</li> </ul>	L	L	S. Abdulla	29.11.21	RG



Music Lessons	M	<p>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <ul style="list-style-type: none"> <li>• Play/sing outdoors where possible.</li> <li>• Limit group sizes to no more than 15</li> </ul> <p><b>Seating positions</b></p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p> <ul style="list-style-type: none"> <li>• 1:1 music lesson to take place in the top of the hall where there is room to distance. If weather is permitting, music lessons to take place under the canopy outside the hall.</li> <li>• If indoors use a room with as much space as possible, for example, larger rooms, rooms with high ceilings.</li> <li>• It is important to ensure good ventilation.</li> </ul> <p><b>Social Distancing</b></p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is</p>	L	L	S. Abdulla	29.11.21	RG
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		<p>face-to-face and without mitigating actions, 2 metres is appropriate.</p> <p><b>Seating positions</b> Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</p> <p><b>Microphones</b> Use microphones where possible or encourage singing quietly.</p> <p><b>Handling Equipment and instruments</b> Measures to be considered when handling equipment, instruments.</p> <ul style="list-style-type: none"> <li>• Handwashing – increase before and after handling.</li> <li>• Avoiding sharing of instruments – Place name labels on equipment to help identify the designated user. If instruments and equipment have to be shared, disinfect regularly (including any cases, handles, props, chairs and music stands) and always between users.</li> <li>• Music scores, parts and scripts should be for individual use only and not passed onto other members of the group.</li> </ul>					
Physical Activities	M	<ul style="list-style-type: none"> <li>• Outdoor sports should be prioritized.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

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|  |  | <ul style="list-style-type: none"><li>• Scrupulous attention to cleaning and hygiene</li><li>• PE mats to be cleaned after each class uses them by the class teacher.</li><li>• Benches to be cleaned after use when using these in the hall.</li><li>• Contact sports to be avoided.</li><li>• If PE needs to take place in doors reduced numbers should take part, splitting the class into 2 groups, one group does PE whilst the other group remains with the TA and they change after a period of time suitable for the age of the children.</li><li>• Children need to ensure hands are washed after PE.</li><li>• Older children who need to change separately as a group e.g., boys change in a different area to girls, they can go into the hall and change (the corridor areas are to be confined). TA to take one group to change in the hall and pull across the screen to ensure they can change in privacy.</li><li>• Any female pupil who prefers to change in the toilet for PE due to changes in their body can do so providing the toilet is cleaned before and after changing.</li></ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Crossbar coaches to take the class for PE in two groups when weather is bad, and it needs to take place in the hall.</li> <li>• Crossbar coaches to enter the classroom via the external door and take children outside without entering the bubble.</li> </ul>					
Breakfast club/After school provisions	M	<ul style="list-style-type: none"> <li>• Where possible keep to school bubbles</li> <li>• Class bubbles to be separated during breakfast club.</li> <li>• Breakfast club staff to be allocated to each bubble.</li> <li>• Children to wash hands and sanitise hands on arrival and before going to class.</li> </ul>	M	M	S. Abdulla	29.11.21	RG
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> <li>• Pupils are reminded of the behaviour policy on their return to school.</li> <li>• Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted, therefore.</li> <li>• Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary.</li> <li>• All children are reminded of the behaviour policy and the additional rules at the start of each day, before</li> </ul>	L	L	S. Abdulla All staff	29.11.21	RG

		<p>break-time, before dinnertime and during the afternoon session.</p> <ul style="list-style-type: none"> <li>• Pupils are reminded that hand washing, sanitising, contact free play are all part of the new rules in school and must be followed for everyone's safety.</li> <li>• New rules to be shared with children daily and before dinnertime.</li> </ul>					
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	M	<ul style="list-style-type: none"> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.</li> <li>• Teachers to contact the child at least once a week.</li> <li>• Office staff to make contact daily to check on their well-being.</li> </ul>	L	L	S. Abdulla	29.11.21	RG
Vulnerable pupils and pupils with SEND do not receive appropriate support.	M	<ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of pupils returning to school.</li> <li>• Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	L	L	S. Abdulla N. Woods E. Wilkinson C. Salter	29.11.21	RG

		<ul style="list-style-type: none"> <li>SA to support children with anxiety through the cognitive behaviour therapy approach, these sessions will be scheduled through teams to avoid mixing of bubbles and working in confined areas that could put others at risk in the event of an outbreak.</li> </ul>					
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils.</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns.</li> <li>Follow up any referrals made by staff swiftly, while maintaining social distancing.</li> <li>Staff to wear visors/face coverings when proximity to a child regarding safeguarding and maintaining confidentiality.</li> </ul> <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	L	S. Abdulla N. Woods M. Hale	1.3.21	RG
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> <li>Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained.</li> <li>Practice fire drill completed in first week.</li> <li>Leaders to communicate procedures to all staff.</li> <li>Staff to communicate emergency evacuation procedures to pupils at the beginning of each day.</li> </ul>	L	L	S. Abdulla	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Display new fire signage for all children to evacuate safely whilst keeping 2 metres apart.</li> <li>• Fire evacuation procedures the same as pre COVID19. Lining up on the playground during evacuation to be socially distanced:</li> </ul> <p>EYFS/KSI – Top playground  KS2 – Bottom Playground</p> <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>					
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>• A nominated member of staff (SA and NW) monitors the standards of cleaning in school and identifies any additional cleaning measures.</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning.</li> <li>• Additional cleaning during the day to be carried out by the class teacher and designated TA's. Dinner-time staff VP and DG to clean classrooms, office areas, staff room, doors, door handles and toilets before dinner and after dinnertime.</li> </ul>	L	L	S. Abdulla N. Woods	29.11.21	RG

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|  |  | <ul style="list-style-type: none"> <li>• Toilets to be cleaned before and after break during the dinner hour because of the overuse of these throughout the hour and then after dinnertime.</li> <li>• Whilst pupils are at break time/lunchtime, VP and DG to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards.</li> <li>• Toilets to be cleaned after use by designated TA for each zone. Face coverings to be worn when cleaning toilets, these can be found in the shower room.</li> <li>• Apron and gloves to be worn when cleaning any designated area. These can be found in the shower room.</li> <li>• Disposable gloves/wipes/sprays are next to photocopiers/printers etc.</li> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e., a focus on door handles, toilets, changing room, toys in the Early Years).</li> <li>• All teachers to sign cleaning schedule to indicate they have cleaned equipment and touch points within their classroom.</li> <li>• VP and DG to sign cleaning schedule for all touch points around school and toilets and staff areas.</li> </ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Each teacher to have a cleaning schedule that must be signed on completion of the cleaning by the appropriate adult.</li> <li>• Assess the school's ability to follow T&amp;W cleaning in school guidance, if unable to complete notify the Local Authority</li> </ul> <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	M	<ul style="list-style-type: none"> <li>• Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils.</li> <li>• All contractors to use automatic hand sanitiser on entry to the school and when they exit.</li> <li>• All contractors to wear face coverings on entry into school and whilst moving around the school site.</li> <li>• All contractors to be discouraged during periods of lockdown (except in the case of emergency work).</li> <li>• Contractors and visitors are directed to specific/designated handwashing facilities for during their visit.</li> <li>• All areas in which contractors work are cleaned in line with government guidance.</li> <li>• Contractors to bring own food, drink and utensils onto site.</li> </ul>	L	L	S. Abdulla H. Powell J. Bates	29.11.21	RG

		<ul style="list-style-type: none"> <li>• Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> <li>• If drivers must enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building.</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> <li>• Parcels and deliveries to be left outside the main entrance door. Admin team to collect on arrival.</li> <li>• Anyone that needs to enter the school needs to wait outside until the office staff have returned to their area where they can communicate with them through the glass screen.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised</p>					
Professional Visitors	M	<ul style="list-style-type: none"> <li>• All visitors to be checked to ensure that they are essential visitors prior to entry to the school.</li> <li>• Agree arrival and departure times with visitors to ensure that there is no contact with staff or pupils.</li> </ul>	L	L	S. Abdulla H. Powell J. Bates	29.11.21	RG

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|  | <ul style="list-style-type: none"> <li>● All contractors/visitors to wash hands either prior to or on entry to the school site.</li> <li>● All visitors. Contractors to wear masks on arrival and when moving around the school.</li> <li>● All visitors and contractors to be discouraged during periods of lockdown.</li> <li>● Contractors and visitors are directed to specific/designated handwashing facilities.</li> <li>● All areas in which contractors/visitors work are cleaned in line with government guidance.</li> <li>● Visitors to bring own food, drink, and utensils onto site.</li> <li>● Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>● Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> <li>● If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building.</li> <li>● Surfaces to be cleaned after any deliveries have been made.</li> </ul> |  |  |  |  |  |
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		<ul style="list-style-type: none"> <li>• Parcels and deliveries to be left outside the main entrance door. Admin team to collect on arrival.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised</p>					
Transport		<p>Follow the transport guidance. This is NA for Teagues Bridge.</p>					
Educational Visits	H	<ul style="list-style-type: none"> <li>• No overnight or overseas educational visits</li> <li>• Non-overnight domestic educational visits can resume.</li> <li>• Pupils to be kept to the school bubbles.</li> <li>• Destination should be COVID-secure</li> </ul>	L	L	M. Hale S. Abdulla	29.11.21	RG
Contingency plan	L	<p>For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). See the section on <u>remote education support</u>.</p> <p>Children will be set work via purple mash, bug club and SPaG.com. teachers will check this work twice a week and will make telephone contact to support any children who are struggling etc.</p> <p>Hard copies of work will be sent home to those children who have no ICT or internet access in the home.</p>	L	L	S. Abdulla All Teachers	29.11.21	RG



## Risk Assessment for Rapid Testing for Primary and Nursery staff.

Public Health England and the Health & Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators. Secondary schools participating in the rapid asymptomatic testing programme should follow the dedicated guidance available here: [Primary Schools Document Sharing Platform - Google Drive](#) **DfE coronavirus helpline on 0800 046 8687.**

**PLEASE NOTE THAT THIS RISK ASSESSMENT WILL BE UPDATED AS AND WHEN NEW INFORMATION OR CONTROLS ARE IMPLEMENTED**

**NHS**  
Test and Trace



Assessment Date: 21.01.2021	Review date: 29.11.21	Name of school : Teagues Bridge Primary School Carried out by Mrs Sarah Abdulla					
What are the hazards?	Who might be harmed and how?	What are we already doing?	Risk rating* L,M or H	What further action is necessary?	By whom?	By when?	Done
1. Those employees at particular risk	Employees	See school COVID risk assessment		To remain in their car in the carpark and staff member allocating kits will take one to them.	NW	29.11.21	22.1.21

2. Being well whilst collecting test and attending a site	Employees	See school COVID risk assessment		If employees have symptoms of Covid-19, not to enter school to collect a test. To book a test and isolate for 10 days if positive.	SA	29.11.21	22.1.21
3. Face Coverings	Employees	See school COVID risk assessment.  All staff that collecting their home test kit must wear face coverings.		In line with Government guidance, you are strongly encouraged to wear a face covering in enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.	All staff	On-going	/
4. Social distancing	Employees	See school COVID risk assessment.  All staff that collect their home test kit must practice social distancing.	L	To enable everyone to practice social distancing within the school control measures have been implemented. These will include.	All staff	29.11.21	22.1.21

		<p>Demarcation of communal/waiting and queuing areas with signs and instructions.</p> <p>Maintain HANDS FACE SPACE</p>		<p>Signage at the entrance and throughout the site reminding visitors &amp; staff to comply with social distancing guidelines and to use hand sanitiser (at least 60% alcohol) on entry and exit.</p>			
<p>5. Collection point</p> <p>Collection of Test from site</p>	<p>Employees</p>	<p>Teagues Bridge Primary School has identified a suitable location within school that has adequate space and facilities and is deemed COVID secure.</p> <p>Staff working in collection point and coordinating the handling out test</p>	L	<p>Review the layout to allow social distancing to be practiced.</p> <p>Restrict access to ensure secure storage area for test kits. Need to ensure appropriate temperature monitoring and equipment for storage of test kits (2 – 30 degrees C) Do not store outside.</p>	All staff	29.11.21	22.1.21
54							

		<p>kits should wear appropriate face covering at all times.</p> <p>Staff to sign for test and any instruction/ updated instruction.</p> <p>Issues test kit with correct instructions for use.</p> <p>Demarcation of core, communal. waiting areas with signs and instructions.</p> <p>Maintain 2m from staff coming to collect their test kits at all times.</p>		<p>Consider if the area will require pre-use clean before collection are operational.</p> <p>All building users should optimise natural ventilation to ensure a maximum supply of fresh air to all areas wherever possible.</p> <p>Maintain designated areas for positioning of all necessary packaging items e.g., boxes, bags, test kits and deliveries to be kept in assigned area.</p>			
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		<p>Maintain HANDS FACE SPACE</p> <p>All staff that collecting their home test kit must wear face coverings.</p> <p>When signing for test kits, staff must use their own pen.</p> <p>Staff will be given designated times to collect test kits to avoid high numbers gathering in one area.</p>					
6. Test reception/ registration areas	Employees	Hand sanitiser at entry/exit points [motion sensor] and ensure all	L	Limit number of individuals at any one time (consider what this will be using floor	All staff	29.11.21	22.1.21

		<p>users use prior to entry.</p> <p>Maintain test kit log and register of kits that have been issued.</p> <p>Use tape/signs to mark areas to help keep to the necessary social distance. Signage and or visual aids on clear guidance on social distancing and hand hygiene.</p> <p>Manage occupancy levels to enable social distancing.</p> <p>Cleaning products available at all sites and collection areas/ rooms.</p>	<p>plan and capacity modelling)</p> <p>Limiting access times for those that are being tested.</p> <p>Keep reviewing entry and exit routes for pupils and contractors to minimise contact.</p> <p>Clear signage at entrances and key points reminding individuals and staff to comply with social distancing guidelines.</p> <p>Consider installing protective screens to protect staff on reception desk/ collection point social distancing cannot be maintained.</p>			
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		<p>Maintain HANDS FACE SPACE</p> <p>Staff will be given designated times to collect test kits to avoid high numbers gathering in one area.</p>					
7. Manual Handling	<b>Employees</b>	<p>Staff should not be required to undertake any heavy lifting other than small, boxed resources, chairs etc .</p> <p>Staff may need additional aids to carry, deliver packages and we will review this once we understand the</p>		<p>Brief staff in manual handling and avoiding lifting where possible.</p> <p>Ensure all staff are comfortable with lifting and carrying and if not resolve some support,</p> <p>Consider additional aids for carrying delivery to different areas within the site.</p>	All Staff	On-going	/
58							

		weight and scale of these resources needed for the site.					
<p><b>8. Incident Management</b></p> <p>Clinical incidents</p> <p>Nonclinical issues (something damaged, or missing or difficult to use in the kit, unable to log result. etc.)</p> <p>Communication</p> <p>Poor up take.</p> <p>Non reporting</p>	<p><b>Employees Biological</b> – transmission of COVID-19 from infected visitors.</p> <p><b>Non-employees Biological</b> – those visiting the test site who may be infected or at risk from infection from those involved in incident.</p>	<p>In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g., multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded.</p>	L	<p>Report any instances to</p> <p>Tests are only for the use of the person assigned for kits.</p> <p>Should an individual have a clinical issue which led or has potential to harm, they should report it on <a href="https://coronavirussyellowcard.mhra.gov.uk">https://coronavirussyellowcard.mhra.gov.uk</a></p> <p>For non-clinical issues occurring at home, staff are advised to</p>	All Staff	ongoing	/
59							

		<p>by the school and reported to the DfE Helpline, who will.</p> <p>escalate to DHSC for investigation.</p> <p>You need to record the time, date and details of incident.</p>		<p>report to 119 and inform school.</p> <p>If you or your school or nursery is approached by a member of the media, please contact the DHSC press office in the first instance.</p>			
9. Managing staff that become severely unwell.		<p>See school COVID risk assessment.</p> <p>See details in section 8</p>			Staff		On-going
10. Personal Protective Equipment (PPE)	Employees	<p>PPE guidance and PPE need provided to those employees and tasks where staff are required wear it.</p> <p>All staff must be given the necessary information,</p>	M	<p>Continually review the use of PPE in line with government guidance and information from SOP</p> <p>See school COVID risk assessment.</p>	Staff		

		instruction and training if they are required to use PPE that includes doffing and donning.					
II. Personal hygiene	<u>Employees</u>	<p>Personal hygiene is vital element in controlling the spread of Coronavirus. Staff and pupils are in school expected to follow PHE personal hygiene measures.</p> <p>Hand sanitiser will be available at the collection area entrance and exit and identified multiple locations within the building.</p>	M	Provide hand sanitiser to use at the reception desk/registration areas/ collection point, entry points before staff can continue into the building; adherence to this enforced by key staff for this activity.	All staff	ongoing	

		See school COVID risk assessment					
12. Cleaning surfaces and equipment	Employees	<p>The area must remain clean to reduce the risk of transmission of Coronavirus.</p> <p>Cleaning materials are provided for the building that conform to Cleaning products BS EN 14476</p> <p>Remove unused or items that are not needed to reduce contact and need for cleaning and prop doors open to reduce contacts and reduce contact with surfaces, test kits, handles, doors.</p>	M	<p>Cleaning materials to be provided for undertaking this task.</p> <p>Increased frequency of handwashing and surface cleaning.</p> <p>Limited clutter- no physical handing of documents to subjects except barcodes and rapid home test kits.</p> <p>Monitor and review</p>	Teachers Cleaners	daily	

<p>13. Information, instruction and training</p>	<p>Employees</p>	<p>All staff to have been provided with instructions for use that include the introduction, NHS video and step by step guide on how to do the test.</p> <p>Advise staff to take test in the morning.</p> <p>Key staff to watch webinars and 'How to Guide' and Standard operating procedure (SOP) and Step by step guide available here <a href="#">Primary Schools Document</a></p>	<p>M</p>	<p>Staff will be provided with suitable and sufficient information and instructions before undertaking any task assigned to them.</p> <p>Staff will be updated with relevant information as it is published recognising that the guidance is ever changing</p>	<p>All Staff</p>	<p>29.11.21</p>	
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		<a href="#">Sharing Platform - Google Drive</a>  Log of test kits issued to staff to indicate that up to date guidance booklets have been issued with the test kits.					
14. Logistics	Employees	Delivery schedule on DoE site Tests in boxes of 7 x 54 (3-4 weeks stock)  Inspect the testing kits to confirm expected quantity and type of kits are being delivered. Record in test kit log  The school will have a delivery		Briefing to relevant staff	SA	29.11.21	
64							

		procedure that will be used for any deliveries and Transport Logistic staff will oversee deliveries to the school during delivery and unloading.					
15. Requesting test kits		Complete LFT ordering slip located in the staff room and place in box. These will be checked every Wednesday and Friday and then a test kit will be delivered to you.			NW MH	29.12.21	

- Guidance for full opening of school: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- Guidance for full opening: Special schools and other specialist settings: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-381470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-381470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Action for early years and childcare providers during coronavirus (COVID-19) outbreak: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-381470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-381470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Actions for school a during the coronavirus outbreak: [https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=572d62e4-ce85-4056-8338-e871cba70c5&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e871cba70c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Protective measures for holiday or after school clubs and other out of school settings for children during coronavirus: [https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm\\_source=4b581021-d798-4565-8fa0-579175be88cb&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)
- Providing free school meals during coronavirus: [https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm\\_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)