

FULL SCHOOL RETURN - COVID-19 September 2020

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What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
The school lapses in following national guidelines and advice.	All Staff	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and Local Authority. Information on the school website is updated. Parent/pupil information communicated via T2P or email. Staff updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents via T 2P / email and d staff by email/verbal communication. <p>Result: The school has the most recent information from the Government, and this is distributed throughout the school community.</p>		L	VB / CJ Daily ongoing
Poor communication with parents and other stakeholders	Parents and stakeholders	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. 		L	VB / CJ / SO As needed due to

		<ul style="list-style-type: none"> • Headteacher to share Risk Assessment with all staff. • Parents notified of risk assessment plan and shared with parents via website and email • RA updated regularly in line with new advice. <p>Result: All pupils and all staff working with pupils are adhering to current advice.</p>			changes / updates
Lack of awareness of policies and procedures.	All staff	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Intimate Care Policy - Behaviour Policy - Safeguarding Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance 		L	VB / CJ September 2020 Done all staff by 30.09.2020

		<p>for educational settings'</p> <ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. discussion of infection control 22/5, RA sent and discussed. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. And zoom meeting 22/5 • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter poster at entrance to school - they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. Parent letter sent WC 18/5 • Daily electronic briefing issued to staff via work email address. <p>Result: all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			
Poor Hygiene in school	All staff and pupils	<ul style="list-style-type: none"> • Pupils are reminded of good handwashing techniques • Pupils to wash their hands with soap on entering school, before and after break times and lunchtimes for no less than 20 seconds. • Handwashing posters in place • Teachers to reiterate key messages in class-time (when directed) to pupils to: 		M	All Staff Ongoing

		<ul style="list-style-type: none">- cover coughs and sneezes with a tissue- to double-bag all tissues and dispose of in a designated waste bin / wash hands thoroughly.- to avoid touching eyes, nose and mouth with unwashed hands <ul style="list-style-type: none">• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, in classrooms and other key locations for staff and pupils.• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.• Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups, plates, utensils and washing/drying equipment.• All utensils are thoroughly cleaned before and after use.• Cleaners are directed by Chartwells and School (SLT). Staff to clean door handles, doors and toilets during the day/lunchtime and paper/hand towels to be refilled regularly at the end of the school day.			
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		Result: all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.			
Arriving to school Infection Control	Inadequate information Staff Pupils Others	<ul style="list-style-type: none"> • Pupils must not be brought into school if they display symptoms. • One-way system introduced when parents bring pupils to school / collect pupils. Depending on gate allocated, park to allow them to approach given gate on school side one children are admitted, cross and depart on side opposite school. • Staggered starts. • 2 metre rule to be enforced while they are waiting for staff to receive their children • Staff member in EYFS playground receiving children one at a time. • Only EYFS parents to be on school premises but only as far as EYFS gate. • All staff on gates / bringing children outside to wear mask or shield • Email sent to parents suggesting masks worn when dropping off / picking up 	Parents requested to wear masks but cannot be enforced.	Medium.	All staff led by VB Daily
Staff receiving child from Parent Infection Control	Ill Health Staff Pupils Others	<ul style="list-style-type: none"> • Staff will direct children to wash their hands. This will be supervised in EYFS and KS1 children. • Reception to be received at EYFS door. And to use EYFS toilets to wash hands. One child at a time. • KS1 children to enter through normal door and use toilet nearest class room. One child in each toilet at a time. • Year 3 and 4 to use classroom sink and closest toilet. • Y5 and 6 to enter through playground door. Wash hands in bathroom. at sink one child at a time. 	Parents requested to wear masks but cannot be enforced.	Medium	VB

<p>Classroom set up Infection Control</p>	<p>Coronavirus Symptoms Staff Pupils Others</p>	<ul style="list-style-type: none"> • Toilets to be monitored to keep SD. • Desks to be forward facing in years 1 - 6 with children sat next to one another. • The teacher must be 1+ metres away from the children's tables/desks. • Tissues available on each table for pupils to use when coughing or sneezing and they must go into a bin after one use. Double bagged and then hands washed. • Children to have own regularly used resources • Children may share occasional resources / toys but disinfected regularly. <ul style="list-style-type: none"> • No toys from home allowed into school • Children from different classes will not be mixed for streaming / intervention reasons. • Designated intervention space to be used only for each class • Library books to be quarantined for 72 hours before being returned to library. • No bags or pencil cases from home. (Forest school and PE kits only) • Ensure that windows and doors are open at all times. Ventilate fully during break and lunchtimes. • Windows in halls open during lunchtimes. 		<p>Medium</p>	<p>All Staff led by VB</p> <p>Set up by 3.9.2020</p> <p>Ongoing checks.</p>
<p>If insufficient staff to run face to face sessions</p>	<p>Staff, pupils and parents</p>	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. (NA currently) • (I) RA in place where necessary • Protocols for staff to inform leaders if they need to self-isolate clearly in place. • Closure or reduction in provision if staff become ill. 	<p>Class Dojo</p>	<p>Medium</p>	<p>V B / PH / LGB</p>

		<ul style="list-style-type: none"> Confirmed cases to be reported to PHS via 03442253560 Illness in pod may close that pod completely until all have tested negative / been isolated for 14 days. <p>Result: Sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p> <ul style="list-style-type: none"> 			
Classroom Lessons Infection Control	Lack of infection control Staff Pupils Others	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching. Desks facing the front. Where children may require extra assistance a 2 metre rule must try to be enforced if less than 2 metres / mask or shield to be worn where possible. If a child or adult in a pod becomes infected or shows symptoms, the entire pod including staff must self-isolate until they have tested negative / clear or been in self-isolation for 14 days if instructed by PHE Where 1:1 support is needed, staff to keep as far away from children as possible and for as short a time as possible. SEN support to be available as much as possible at a safe -distance (consider increasing the size of resources i.e. A4 to A3 to support this.) Any reading books returned from home must be put in a separate box for 72 hours and then disinfected. Keyboards cleaned between classes PE at allotted times only. No contact sports. No 		Medium	All Staff In place by 3.9.2020 Ongoing monitoring

		<p>swimming lessons. No sharing of PE kits.</p> <ul style="list-style-type: none"> • Regularly used resources to be kept for individual children. • Occasionally shared resources to be disinfected after use. • Earrings to be removed by children. No help from staff. • Put hard resources in dishwasher daily. • Children to self-mark where necessary (note this in books) • Where adults are marking, gloves to be worn, hands to be washed once removed. • SEND pupils to have the same keyworker where possible. • In event of self-isolation (either individual of whole group) Lessons to take place on line with videos , power points and resources shared through class Dojo. 			
<p>Children requiring using the toilet in lesson times Infection Control</p>	<p>Lack of infection control Staff Pupils Others</p>	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet. Ensure that only one child is out of the classroom at a time. • Disable hand dryers and use paper towels - Hand dryers will distribute germs further. • Different toilets have been allocated for different year groups. This will be explained to children when they arrive. They must use those toilets only. • Where possible, children to wipe hard surfaces with wipes and dispose of these in the bin provided. • Bathrooms will be wiped regularly 		<p>Medium</p>	<p>All Staff Ongoing</p>
<p>Break times Infection Control</p>	<p>Unsafe Practices Staff Pupils Others</p>	<ul style="list-style-type: none"> • Only one year group out at a time. • Provide hoops, skipping ropes etc. that can be used individually. To be cleaned after use. • Supervising staff must keep a 2 metre distance from each other and the children at all times. 		<p>Medium</p>	<p>All Staff Ongoing</p>

		<ul style="list-style-type: none"> • Play equipment can be used but social distancing and a one ways system will operate. This will be cleaned regularly. (signed) • Gym equipment used but wiped down after each break slot. • No football or contact sports during lunchtime or break time. 			
Break Times - Staff Room Infection Control	Staff Others	<ul style="list-style-type: none"> • Staff must sit at least 2 metres apart from each other. Maximum of three staff in staff room at any point. • Wipe down boiler after use. • Staff must make their own drinks/food and put own resources in dishwasher. Dishwasher run at end of schools day each day. • Kettle in office for office staff - if used when office staff are out by any other staff member it must be wiped down. • Do not use mugs in office - own mugs / cutlery only. • No football or contact sports during lunchtime or break time. 		Medium	All Staff Ongoing
Break Times Classrooms Infection Control	Lack of control and resources Staff Pupils Others	<ul style="list-style-type: none"> • Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray. • Wear gloves whilst carrying out this task and wash hands after cleaning. • Open all windows and doors fully to ventilate 		Medium	All Staff Ongoing
Lunch breaks Infection Control	Education issues Staff Pupils Others	<ul style="list-style-type: none"> • Children in lunch hall to have 20 minute eating slot. • Area 'walled-off' between year groups. <ul style="list-style-type: none"> • Lunch time staff allocated to specific group - will stay with groups in class, outside and in hall. • Lunch divided into 3 20 minute slots - inside, 		Medium	All Staff Ongoing

		<p>outside, hall</p> <ul style="list-style-type: none"> • Teachers eating lunch in hall must be with their pod only. • Lunchtime staff to clean down chairs and tables before leaving hall. • VB not in pod due to visiting each class.. 2 M rule will apply here. • Open all windows and doors fully to ventilate. • No football 			
Pupil behaviour increases the risk of infection	Staff Pupils	<ul style="list-style-type: none"> • Pupils are reminded of the Behaviour Policy on their return to school. • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents • Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. • Children spitting etc to be removed and excluded. <p>Result: Pupils understand the behaviour policy in context.</p>		Low	VB / All Staff Ongoing
		•			
Pupils with complex needs are not adequately prepared for a return to school or safely supported	SEN and Vulnerable pupils	<ul style="list-style-type: none"> • Leaders and staff should review individual pupils' handling plans, including the use of PPE. • Plans should be understood, shared and followed consistently by all staff working with those pupils. • Prepare additional transition materials and/or social stories to support pupils with autism / 		Medium	SO / VB Ongoing

		<p>learning difficulties (highlighting changes to classrooms/arrangements/use of PPE) and share with parents and pupils prior to pupils returning to school.</p> <ul style="list-style-type: none"> • Social stories shared with parents re return. • RA for SEN / Vulnerable where needed - shared with child / parents and staff • SEN children that require should have designated area to calm down. • SEN to have different start and end times to avoid crowds where necessary. <p>Result: Pupils with complex needs are well supported.</p> <ul style="list-style-type: none"> • 			
Increase in safeguarding concerns	Vulnerable children	<ul style="list-style-type: none"> • Regular contact with social workers • Virtual CIN meetings • DSL and deputies to work together to manage load • Records of concern to be given to DSL / DDSL promptly 		High	VB Ongoing
Emergency evacuation for other needs	All staff and pupils	<ul style="list-style-type: none"> • Plans reviewed and adapted to allow for social distancing • New evacuation plans shared on day 1 and with each new group. • Week 1 - evacuation practise • Re-visit evacuation half-termly. 		Low	VB Week 1 - done Half-termly
First Aid - minor	Infection Control	<ul style="list-style-type: none"> • Where minor first aid treatment is required First 		High	All First

treatment Infection Control	Staff Pupils Others	<p>Aiders must ensure they wear gloves and a face covering when dealing with injuries.</p> <ul style="list-style-type: none"> • Where possible (age and maturity of child) ask them to wipe away any blood, put plasters on themselves or hold cold compresses etc. • Ensure records of injury and treatment are recorded and who administered first aid treatment. • Double bag used dressings. • Always wash hands after contact • Use disposable cold packs where necessary. If not available use normal compress / Cold Compress to be disinfected - any covers to be double bagged and given to VB for washing at home. 			Aiders
First Aid - Life threatening Infection Control	First Aid Procedures Staff Pupils Others	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering, apron and gloves when in close contact or dealing with bodily fluids • In the event of CPR being required it is advised only chest compressions. Use defibrillator if needed. (HSE guidance) • Always wash hands after contact 		High	All First Aiders
Children needing intimate care Infection Control	Intimate Care Policy	<ul style="list-style-type: none"> • Where intimate care is required staff must ensure they wear an apron, gloves and a face covering. (preferable full face shield) • Where possible ask them to clean and change themselves. • Ensure records of intimate care treatment are recorded including who / when. • Double bag soiled wet clothing. • Double bag and dispose of any wipes etc. used in nappy bin • Dispose of gloves, aprons etc in nappy bin. • Always wash hands after contact 		Medium	EYFS Staff
Medication	Infection Control	<ul style="list-style-type: none"> • Where any medications are administered try and 		Medium	All Staff

Infection Control	Staff Pupils Others	<p>encourage the pupils to self-administer.</p> <ul style="list-style-type: none"> Inhalers to be kept in pods If unable to self-administer a face mask and gloves should be worn. No calpol / similar to be administered unless staff are aware of particular circumstances. 			
Children who are upset Infection Control	Security issues Staff Pupils Others	<ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, wear a face covering and gloves Wash hands after contact 		Medium	All Staff Ongoing
Children with behavioural issues Infection Control	Maintenance issues Staff Pupils Others	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside <ul style="list-style-type: none"> Where possible maintain two metre distance. Face mask and gloves to be worn if any closer contact. Children to go to designated space - discussed with staff - confidential 		Medium	All Staff
Children leaving at the end of the school day. Primary Infection Control	Inadequate control measures Staff Pupils Others	<ul style="list-style-type: none"> One way system in place with a staff member supervising outside to inform Parents to abide by the 2 metre social distancing rule. <ul style="list-style-type: none"> Collect children, cross over road and then leave Stagger leaving times. One year group at a time. Children released when parent is next in queue. Children to stand on ramp EYFS - one member of staff on gate, one in classroom, one in carpark releasing children. To call 	Parents requested to wear masks but this cannot be enforced.	Medium	All Staff Ongoing

		<p>children's names when need releasing.</p> <ul style="list-style-type: none"> No parent will be allowed onto school premises during collection, EYFS parents to remain outside and children will be brought out to them. 			
Children leaving at the end of the school day. Secondary Infection Control	Inadequate Control Measures Staff Pupils Others	<ul style="list-style-type: none"> Students to be informed of the requirement to maintain 2 metre rule when leaving school. Staff on duty outside to ensure students leave in a safe manner. Staff on duty to wear masks or shield 		Medium as long as parents take them straight away following guidelines	All Staff
Parent wishing to talk to staff Infection Control		<ul style="list-style-type: none"> Parents will be informed that the majority of conversations with staff will be either over the phone or by email. If this is not possible a meeting will be arranged and social distancing rules observed. Teams / Zoom may be used Parents will be discouraged in congregating around the school site. 	Regular messages sent to parents re distancing outside school. Still mixing so masks requested. 3.11.2020	Medium	All Staff
Awareness of policies / procedures / Guidance Infection Control		<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. RA shared with all and on website. RA discussion part of INSET day. All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ Gov.co.uk ➤ NHS ➤ DfE 		Medium	All Staff / VB

		<ul style="list-style-type: none"> ➤ Department for Health and Social Care • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media - they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. RA on website. • Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice Infection Control		<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Pupils, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap, clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.(EYFS and KS1) • All cutlery and cups are thoroughly cleaned before 		Medium	All Staff

		<p>and after use.</p> <ul style="list-style-type: none"> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required - advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England 			
Ill health Infection Control		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. • Family of anyone displaying symptoms / being diagnosed to self-isolate for 14 days. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. They are to be collected promptly. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in a well ventilated area where they can be at least 			

		<p>two metres away from others.</p> <ul style="list-style-type: none"> • Inform all staff if child is sent home with COVID symptoms. • Communicate potential outbreaks with all stakeholders • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. Gloves must be worn when doing this task. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents - the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Staff members with underlying conditions (1 at present) will work from home supporting all home learning. • Whole pod will be closed and instructed to self-isolated for 14 days 			
<p>Spread of infection Infection Control</p>		<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Double bagged and thrown away. Glove aprons used double bagged and thrown away. Dispose of in nappy bins. 		<p>Medium.</p>	

		<ul style="list-style-type: none"> • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. Individual RA will then be put into place. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. • Keep doors and windows open where possible to allow ventilation. 			
Poor management of infectious diseases Infection Control		<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Assistant Headteacher as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of 			Medium

		<p>coronavirus.</p> <ul style="list-style-type: none"> • The school is informed by pupils' parents when pupils return to school after having coronavirus - the school informs the relevant staff. • Staff inform the headteacher when they plan to return to work after having coronavirus. • The headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			
Lack of communication Infection Control	Pupils Staff Parents Others	<ul style="list-style-type: none"> • The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. • The headteacher contacts the local HPT or follows the advice given from and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 			
Cleaning while school open Infection Control	Staff	<ul style="list-style-type: none"> • All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths thrown away. • Gloves worn for above tasks. 			
Statutory Tests	Staff	<ul style="list-style-type: none"> • Statutory inspections to continue but with social 			

and Inspections Infection Control	Children	<p>distancing in place at all times.</p> <ul style="list-style-type: none"> • To be carried out after school if necessary • In-house inspections should continue to ensure the school remains as safe as possible. • Reduce visitors in school to essential only. • Any visitors will complete a track and trace form. 			
Contractors in school Infection Control	Staff Children	<ul style="list-style-type: none"> • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no pupils or staff are in the area where contractors are working. • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • Any visitors will complete a track and trace form. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. • Where at all possible - no contractors in school during school hours. • Contractors to wear a mask whilst in the building 			
Infection control Office		<ul style="list-style-type: none"> • Staff to distance from one another. • Hatch will not be used • Staff to speak to parents outside using social distancing if needed but preferably by phone. • No children to enter the office. • Medication will be administered outside of office. 			

		<ul style="list-style-type: none"> • Keep windows open where possible to improve ventilation. 			
Limiting cross contamination	Children, families and staff	<ul style="list-style-type: none"> • Whilst guidance does not suggest changing clothing and showering upon returning home, this is still considered good practice. 			
How organisational change during COVID-19 pandemic is managed and communicated in the school to reduce staff anxiety and stress levels.	Staff	<ul style="list-style-type: none"> • The school provides staff with timely information to enable them to understand the reasons for proposed changes and expectation. • The school provides reassures of procedures and measures in place to ensure staff and pupil safety and the reduce the risk of infection. • The school ensures adequate employee consultation on changes and provides opportunities for members of staff to influence proposals in line with Government expectations. • Members of staff are aware of the probable impact of any changes to their jobs and responsibilities during this phased return approach. • Members of staff are aware of timetables for changes and have relevant support during changes. • Establish a system to communicate new developments quickly -briefings / email communications. • Provide a system to enable staff to comment and ask questions before, during and after the change. • Have an 'open door' policy to help staff who want to talk to their senior leaders about their concerns. • Involve staff in discussions about how jobs might be developed and changed. • Review team and individual work plans after the change to ensure team and individual objectives are clear. 		High	

		<p>Result: Any member of the school community who feels stressed or anxious about procedures, job role or risk are supported and action is taken to minimise stress and anxiety levels.</p> <ul style="list-style-type: none"> • 			
Contractors / visitors on site	All	<ul style="list-style-type: none"> • Checked as normal for DBS etc • Use of sanitiser • Wash hands on entry • Only on site whilst pupils are not on site unless meeting with a child. • Masks worn in school • All areas must be cleaned prior to arrival of visitor • Social distancing should be observed. • PPE offered / used if vulnerable • All areas cleaned thoroughly after departure • They must inform school if they become unwell with symptom within 14 days of visiting school • Staff receiving deliveries should wash hands before or after touching deliveries. • Parcels should be wiped down • Drivers must not access school site • Track and trace form completed 		Low	
Violence or aggression towards staff members from pupils, parents or visitors.	Staff	<ul style="list-style-type: none"> • A zero tolerance approach has been agreed with LGB that any pupil acting aggressively or violently will be excluded and parents will be expected to collect their child from school. • Isolation of aggressive or violent pupil in designated room monitored by senior members of staff - wearing appropriate PPE if required. 		Low	

		<ul style="list-style-type: none"> • A zero tolerance approach for any aggressive or abusive parents or visitors to the site. Perpetrators will be asked to leave the premises immediately and will be banned from returning to the site. Governors will determine length of ban. • If any member of staff feels at risk and perpetrator refuses to leave, then police will be immediately called. • Safeguarding procedures to be adhered to and staff members to lockdown area to ensure safety of themselves, other staff and pupils. • All aggressive incidents are recorded/reported and investigated as appropriate. <p>Result: Staff and pupils are kept safe and the risk of transmission of the infection is minimised.</p> <ul style="list-style-type: none"> • 			
Cross Infection - school transport	Children travelling to school	<ul style="list-style-type: none"> • Children will embark / disembark at distance. • Face masks will be worn by children (if they choose) and driver. • Hand sanitiser used when children embark / before they disembark. • Hands washed when they arrive in school • Staggered starts so children will enter on arrival/ Driver to telephone into school to arrange staff to collect 			
Vulnerable Staff	Vulnerable Staff	<ul style="list-style-type: none"> • See (I) RA 			
Spread of	All	<ul style="list-style-type: none"> • Champs started 1.10.2020 - all children kept in 			

infection between pods		pods (se CHAMPS RA) <ul style="list-style-type: none"> • RA shared with all staff Oct 14.10.2020 • Separated break / lunch times • Staggered start / end to day. 			
Spread of infection Trips	All	<ul style="list-style-type: none"> • Trips venues to be COVID secure and risk assessed • Trips, where possible, to be largely outdoor • VB / SO to check COVID RA prior to booking • No coaches / trains used. Parent delivery to venues. 			

See separate CHAMPS RA

Updated 3.11.2020