

Partial Closure - COVID- 4 January 2021 (updated 19th January 2021) by Vicki Barnes

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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
This RA considers the new variant and that the variant spreads between 50 and 70% faster than previous forms of the virus.					
<p>The school lapses in following national guidelines and advice.</p> <p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a</p>	<p>Everyone on site.</p> <p>General transmission may occur:</p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Increased anxiety amongst staff leading to mental health issues.</p>	<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 CEO 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>	<p>https://www.staffordshire.gov.uk/Coronavirus/Testing/Covid-19-hotspots-in-Staffordshire.aspx</p> <p>Daily check of above - any staff / child that lives in a hotspot is recommended to get tested until a negative test is received.</p> <p>Community 30 minute lateral flow checks to be accessed.</p>	L	<p>VB / CJ</p> <p>Daily ongoing</p>

<p>period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>					
<p>Poor communication with parents and other stakeholders COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer</p>	<p>Parents and stakeholders</p> <p>General transmission may occur:</p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Increased anxiety amongst staff / parents leading to mental health issues.</p>	<ul style="list-style-type: none"> All staff/pupils / families aware of current actions and requirements and reminded frequently using school communication systems. Headteacher to share Risk Assessment with all staff / governors / CEO. Also shared with parents via website and email RA updated regularly in line with new advice. Regular contact with parents regarding changes via T2P and email Homework and messages of support via home learning email / class dojo. <p>Result: All pupils / families and all staff working with pupils are adhering to current advice.</p>	<p>Regular updates for staff / governors and parents via email and T2P</p>	<p>L</p>	<p>VB / CJ / SO As needed due to changes / updates</p>

(depending on such things as the surface type, its moisture content and temperature).					
<p>Lack of awareness of policies and procedures.</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its</p>	<p>All staff General transmission may occur:</p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p> <p>Increased anxiety amongst staff leading to mental health issues.</p>	<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 for educational settings' • 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>Staff to receive training about donning and doffing PPE safely Video link sent 14.1.21 Staff to email to say that they have watched, understood and will comply with it.</p>	<p>L</p>	<p>VB / CJ</p> <p>September 2020</p> <p>Done all staff by 30.09.2020</p> <p>Updates read and email confirmation received by CJ / VB</p> <p>Add when staff have all signed.</p>

moisture content and temperature).		<ul style="list-style-type: none"> Updated RA shared with all staff via email. Staff to sign to agree that they have read it. <p>Result: all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			
<p>Poor Hygiene in school</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>All on site</p> <p>Through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> Pupils / staff are reminded of good handwashing techniques Pupils / Staff 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 Banners outside of school Teachers to reiterate key messages in class-time (when directed) to pupils to: <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 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. 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). They are to use anti-viral cleaner capable of killing an enveloped virus. This must be tested to EN standard EN14476. 	<p>Handwashing videos reshown to children to ensure that they are washing correctly</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	M	<p>All Staff</p> <p>Ongoing</p>

		<ul style="list-style-type: none"> • Staff to clean door handles, doors and toilets during break and lunchtimes and during the golden mile. • Paper/hand towels to be refilled regularly at the end of the school day. <p>Result: all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			
<p>Arriving at school Infection Control</p> <p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can</p>	<p>Pupils</p> <p>Transmission may occur:</p> <p>When travelling to and from school</p> <p>When arriving and leaving school.</p>	<ul style="list-style-type: none"> • Pupils and staff must not be brought into school if they display symptoms, have tested positive even if asymptomatic, have been advised by Track and Trace that they must stay at home, are household members of a positive case, are required to self-isolate for travel-related reasons. • Clinically extremely vulnerable children should shield. • Pedestrian gates for KS2 bubble / Vehicle gate for EYFS KS1 (see staggered start times) • 2 metre rule to be enforced for parents / carers while they are waiting for staff to receive their children • Staff member in EYFS playground receiving children one at a time. • Only EYFS / KS1 parents to be on school premises but only as far as EYFS gate. • All staff on duty to wear masks • Email sent to parents requesting masks worn when dropping off / picking up • Taxi driver to wear mask • Discourage car sharing between different households • Small numbers in school due to partial opening so less contact with parents • Staff will direct children to wash their hands. This will be supervised in EYFS and KS1 • EYFS / KS1 to be received at EYFS door. And to use EYFS toilets to wash hands. One child at a time. • KS2 to enter through front door and go into allocated classroom - use allocated toilets to wash hands. 	<p>Parents requested to wear masks but cannot be enforced. Find out if we can enforce if parents are on our property.</p>	<p>Medium.</p>	<p>All staff led by VB</p> <p>Daily</p>

survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).		<ul style="list-style-type: none"> Toilets to be monitored to keep SD. Children will embark / disembark at distance. Hand sanitiser used when children embark / before they disembark. 			
<p>Classroom Contact</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Coronavirus Symptoms</p> <p>Staff</p> <p>Pupils</p> <p>Others</p>	<ul style="list-style-type: none"> Desks to be forward facing in years 1 - 6 with children sat next to one another. Smaller class sizes due to partial closure Keep children apart in classrooms - 2M - where possible The teacher must be 2 metres away from the children's tables/desks. Tissues available 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 bubbles will not be mixed. 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>Smaller class sizes</p> <p>KS2 - 9</p> <p>EFFS / KS1 15 over three rooms.</p> <p>Keep children apart in classrooms 2 M - where at all possible (this is not achievable with the youngest of children</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	<p>All Staff led by VB</p> <p>Set up by 3.9.2020</p> <p>Ongoing checks.</p>
Staff become unwell and there are not sufficient staff to safely run sessions	Staff, pupils and parents	<p>Bubble or entire school may have to close.</p> <p>Parents will be contacted ASAP</p>	Full remote learning for all	Medium	V B / PH / LGB

<p>Classroom Lessons Infection Control</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p>	<p>Transmission may occur when children and staff are in the classrooms.</p>	<ul style="list-style-type: none"> • Smaller bubble sizes due to partial closure • Sit children 2M apart • Sit children facing the front. • Where children may require extra assistance a 2-metre rule must try to be enforced if less than 2 metres / mask to be worn by all. A shield may cover the face in addition to the mask but not in place of. • 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. • PE at allotted times only. All PE must take place outside - times must not coincide with breaks / Golden Mile. No swimming lessons. No sharing of PE kits. No contact sports. • 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. • For all but key workers / vulnerable children, lessons to take place on line with videos, power points and resources shared through Home Learning email. Remote Learning to be issued in-line with Teaching Agreement. • Wear gloves if fastening clothing or touching child. • All assemblies must be virtual • Music sessions remote - any singing must be quiet and children should be distanced. Classroom should be well-ventilated. • Where possible children to maintain 2 M distance from one another in class. • If anyone in the pod shows symptoms they must remain at home, take a test and may not return unless the test is negative 	<p>KS1 / EYFS 15 over three rooms KS2 two bubbles with a maximum of 9 in each</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	<p>Medium</p>	<p>All Staff</p> <p>In place by 3.9.2020</p> <p>Ongoing monitoring</p>

		<ul style="list-style-type: none"> • If a child or adult in a pod becomes infected the entire pod must self-isolate for 10 days. • SLT must inform PHE and the Local Outbreak team. 			
<p>Children using bathrooms</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture</p>	<p>Transmission may occur when children are using toilets or sinks.</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. • Remind children of handwashing techniques regularly • Hand dryers are back in use following amended guidelines. • Different toilets have been allocated for different bubbles. • Where possible, children to wipe hard surfaces with wipes and dispose of these in the bin provided. • Bathrooms will be wiped regularly 	<p>Children to only use the bathrooms one at a time.</p>	<p>Medium</p>	<p>All Staff</p> <p>Ongoing</p>

content and temperature).					
As above	Transmission at break time between children or staff and children	<ul style="list-style-type: none"> • EYFS / KS1 bubble on EYFS playground • KS2 bubbles on larger playground / staggered times • 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. • Play equipment can be used but social distancing and a one ways system will operate. This will be cleaned after each break session • Gym equipment can be used but must be cleaned after each break sessions • No football or contact sports during lunchtime or break time. • Wash hands before eating and after coming in from break • Hard surfaces in classrooms to be wiped by an adult wearing gloves. Wipes and gloves should be disposed of properly (see donning and doffing of PPE video. • All windows and doors to be fully opened whilst children are outside 	<p>Remind children of keeping a distance at all times. To line up socially distanced from one another.</p> <ul style="list-style-type: none"> • Where children needs support with putting coats etc on, wear gloves, dispose of these properly and wash hands. (see video - donning and doffing of PPE) <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	All Staff Ongoing
As above Break Times - Staff Room Infection Control	Staff Transmission between staff	<ul style="list-style-type: none"> • Maximum of one staff member in staff room at any point. • Wipe down boiler / fridge door after use. • Staff must make their own drinks/food and put own resources in dishwasher. Dishwasher run at end of school day each day. • Wash hands before making drinks / food • 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. 	<p>Staff to find alternative places to eat lunch where there is more room / less chance of transmission.</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	All Staff Ongoing
Lunch breaks (hall) Infection Control	Transmission between children when eating	<ul style="list-style-type: none"> • All to wash hands properly before eating. • No teachers to eat lunch in the hall with children. • EYFS / KS1 bubble in first at 11.45 / screen off hall once seated and then KS2 to get dinners - each bubble will go 	<p>Share donning and doffing video so that staff know how to use PPE correctly.</p> <p>Gloves to be worn when cleaning tables and then hands washed.</p>	Medium	All Staff Ongoing

As above	Transmission between lunch staff / kitchen staff and children.	<p>separately - see rota Screens in place to segregate. Leave via library following the one-way system.</p> <ul style="list-style-type: none"> Distance children when eating, as much as possible Staff to remain 2M away at all times where possible. Lunchtime staff to clean down chairs and tables before leaving hall. Gloves must be worn and disposed off properly Kitchen staff to wear masks whilst serving One member of kitchen staff in at a time to prevent transmission between them. Open all windows and doors fully to ventilate. No contact sports 	Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.		
As above	Transmission between staff and 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>	Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.	Low	VB / All Staff Ongoing
<p>Pupils with complex needs are not adequately prepared for a return to school or safely supported</p> <p>As above</p>	<p>SEN and Vulnerable pupils</p> <p>Transmission between staff and pupils.</p>	<ul style="list-style-type: none"> Leaders and staff should review individual pupils' handling plans, including the use of PPE where necessary Prepare additional transition materials and/or social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE) and share with parents and pupils prior to pupils returning to school. Social stories shared with parents re return. Social stories shared regarding distancing from others - staff and pupils. RA for SEN / Vulnerable where needed - shared with child / parents and staff SEN children that require should have designated area to calm down. 	<ul style="list-style-type: none"> All staff should watch the video about donning / doffing PPE correctly and follow guidance Plans should be understood, shared and followed consistently by all staff working with those pupils, by parents / carers and children. <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power</p>	Medium	SO / VB Ongoing

		<ul style="list-style-type: none"> • SEN to have different start and end times to avoid crowds where necessary. • Individual RA updated Jan 2021 for those in school and those educated at home. • Children that are upset must be comforted from a distance to maintain social distancing where at all possible. • Where possible allow the child to vent their frustrations • Where possible allow child to be in a room on their own or outside <p>Result: Pupils with complex needs are well supported.</p>	week and results received within 30 minutes. Log of tests kept in school.		
<p>Increase in safeguarding concerns</p> <p>More children become isolated and vulnerable.</p>	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 • RA in place for any vulnerable children being home educated. (I) • Live lessons allow staff to 'see' children • Follow up calls to children not accessing live lessons • Food boxes delivered for vulnerable • SLT to regularly speak to vulnerable children that are not in school 	Most vulnerable children in school - if not, in regular contact.	High	VB Ongoing
<p>Emergency evacuation for other needs</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing,</p>	<p>All staff and pupils</p> <p>Transmission between staff and children on site</p>	<ul style="list-style-type: none"> • Plans reviewed and adapted to allow for social distancing • Remind children to distance from one another • New evacuation plans shared on day 1 and with each new group. • VB / CJ to write daily register and give copies to all staff • Day 1 evacuation held • Additional evacuation practised when staff have changed • Re-visit evacuation regularly as different staff in. All staff to have been evacuated some point over the half-term. 	<p>Revisit on 18th when nursery starts</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice per week and results received within 30 minutes. Log of tests kept in school.</p>	Low	VB Week 1 - done Half-termly

<p>coughing, talking and breathing.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>					
<p>First Aid Infection control</p> <p>Hazard As above</p>	<p>Infection Control Staff Pupils Others</p> <p>Transmission between first aider and injured person</p>	<ul style="list-style-type: none"> • Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Doff and Donn PPE according to safety guidelines. • Dispose off PPA correctly as per guidance. • 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. • Wear face covering, apron and gloves when in close contact or dealing with bodily fluids • Use disposable cold packs where necessary. • Double bag used dressings and dispose of in nappy bin. • Always wash hands after contact • In the event of a serious injury or incident call 999 immediately. 	<p>Watch video for doffing and donning PPE</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	<p>High</p>	<p>All First Aiders</p>

		<ul style="list-style-type: none"> In the event of CPR being required it is advised only chest compressions. Use defibrillator if needed. (HSE guidance) 			
Children needing intimate care Infection Control As above	Intimate Care Policy Transmission between staff and children	<ul style="list-style-type: none"> Where intimate care is required staff must ensure they wear an apron, gloves, face mask and face shield. PPE to be doffed and donned correctly. PPE to be disposed of correctly as per guidance. Where possible ask children 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 Always wash hands after contact If necessary arrange for child to be collected by parents and cleaned at home. 	<p>Donning / Doffing of PPE video shared with all staff Safe disposal of PPE shared with all staff.</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	EYFS Staff
Medication Infection Control As above	Infection Control Transmission between staff and children	<ul style="list-style-type: none"> Where any medications are administered try and encourage the pupils to self-administer. 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 and a care plan is in place. Calpol to be kept in classroom cupboards and administration overseen by classroom staff not office staff. 	<p>Donning / Doffing of PPE video shared with all staff Safe disposal of PPE shared with all staff.</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	All Staff
Children who are upset Infection Control As above	Transmission between staff and children	<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. Once used tissues should be double bagged and disposed of If contact is required, wear a face mask, face shield and gloves Wash hands after contact If child remains upset contact parents to collect 	<p>Donning / Doffing of PPE video shared with all staff Safe disposal of PPE shared with all staff.</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power</p>	Medium	All Staff Ongoing

			week and results received within 30 minutes. Log of tests kept in school.		
Children leaving at the end of the school day. Primary Infection Control As above	Transmission between children /children and staff Staff / children and carers	<ul style="list-style-type: none"> • KS2 bubbles collected from pedestrian gate at staggered times - see rota. • If parents have siblings in another group, collect older child / ren and then queue by EYFS gate. • KS1 / EYFS bubble to be collected at 3.15 from EYFS gate unless they have an older sibling. They can then be collected at the earlier time once older child has been collected • Parents / carers to line up with 2 M spacing • Parents / Carers requested to wear masks • Children released when parent is next in queue. • KS2 Children to stand on ramp socially distanced • EYFS / KS1 - one member of staff on gate, one in classroom, to call children's names when need releasing. • EYFS / KS1 parents to collect children from the gate. <ul style="list-style-type: none"> • Staff to wear face coverings when sending home pupils. • Recommend changing clothes and showering upon reaching home. 	<p>Parents requested to wear masks but this cannot be enforced.</p> <p>Carers instructed to wear face masks on the premises.</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice per week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	All Staff Ongoing
Parent wishing to talk to staff Infection Control As above	Transmission between parents / carers and staff	<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. Masks to be worn by parents / carers and staff members. • Teams / Zoom will be used 		Medium	All Staff
Ill health Infection Control As above	Transmission between people on site	<ul style="list-style-type: none"> • Pupils and staff must not be brought into school if they display symptoms, have tested positive even if asymptomatic, have been advised by Track and Trace that they must stay at home, are household members of a positive case, are required to self-isolate for travel-related reasons. 	<p>Share donning and doffing video</p> <p>Share correct disposal of PPE guidance.</p> <p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing</p>		

- 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.
- When they are supported by an adult full PPE must be worn. Donned and doffed correctly and disposed of as per guidance given
- Staff / Pupils that have symptoms relating to Staffordshire low level symptom guidance to isolate and get tested before returning - Headache, Aches and Pains, Feeling Tired for no reason, sore throat.
- In addition to above children should be tested if they have a runny nose, sneezing or tummy ache.
- Family of anyone displaying symptoms / being diagnosed to self-isolate for 10 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 two metres away from others.
- 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.

positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.

		<ul style="list-style-type: none"> • 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 119 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 10 days 			
<p>Poor management of infectious diseases Infection Control</p> <p>As above</p>	Transmission between people on site	<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 coronavirus. • 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. • Back to work discussions take place. • The headteacher monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. • SLT will inform PHE and the Local Outbreak team of any positive cases 	<p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>	Medium	
Contractors in school Infection Control	Transmission between staff and contractors.	<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. 			

As above		<ul style="list-style-type: none"> • Contractors only in school if essential work. • Contractors only in school after school hours. • 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. These must be destroyed after 21 days • If they become aware of a contractor coming down with symptoms within 10 days of being at the school they must inform the school immediately. • If anyone at school tests positive that has had contact with contractors - the contractor / company must be informed immediately. • Contractors to wear a mask whilst in the building 			
Infection control Office As above	Transmission between office staff, parents, teaching staff and children	<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 or staff to enter the office. • Medication will be given in classrooms by teaching staff • Keep windows open where possible to improve ventilation. 	Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.		
How organisational change during COVID-19 pandemic is managed and communicated in the school to reduce staff anxiety and stress levels.	Staff Increased anxiety amongst staff leading to mental health issues.	<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. 	Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.	High	

		<ul style="list-style-type: none"> • 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. <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"> • 			
<p>Violence or aggression towards staff members from pupils, parents or visitors.</p>	<p>Staff</p> <p>Increased anxiety and stress for staff. Mental distress</p>	<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. • 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>See violence and aggression policy - sent to all staff on 15.1.2021</p> <p>See online learning policy behaviour - sent out 15.01.2021</p>	Low	

		<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"> • 			
<p>Spread of infection between pods</p> <p>As above</p>	<p>Transmission people staff and children on site.</p>	<ul style="list-style-type: none"> • Champs started 1.10.2020 - all children kept in pods (see CHAMPS RA) (CHAMPS under review for Jan partial opening) • RA shared with all staff Oct 14.10.2020 • Separated playgrounds / staggered times • Separated at lunch by screens - small numbers only / staggered times • Staggered start / end to day. • Children reminded to keep their distance and not approach someone from another pod at any time. • Children not to go into the other bubble's room for any reason. 	<p>Lateral Flow testing to be introduced 25.1.21 - this will identify staff testing positive sooner, prevent hem coming into school and subsequent spread of Covid. Tests will be carried out twice power week and results received within 30 minutes. Log of tests kept in school.</p>		
<p>Spread of infection</p> <p>Trips</p>	<p>All</p>	<ul style="list-style-type: none"> • No trips during partial closure • Virtual visitors are still permitted • Virtual visits might be part of Teams lessons with remote learners as well as in school learners. 			

See separate CHAMPS RA

Updated 14.1.2021 by Vicki Barnes 19.1.2021 (update regarding Lateral Flow Testing.)

Shared with all staff, governors, stakeholders and SJW from Health and Safety Team