

# The Minster Nursery and Infant School

## Coronavirus (Covid 19) Risk Assessment

Activity assessed - School

Date assessed - 13.07.20

Date Reviewed - 07.09.20

Risk assessment by -

Area of Risk	Who might be harmed? Risk associated with the hazard.	Is the risk adequately controlled? Recommended actions.	Risk controls. What further action is necessary to control the risk.
<b>General</b>			
Confined Classroom Spaces.  Transmission of the virus by air.  Transmission of the virus by touch.	Children or staff transmitting the virus by coughing and sneezing	<ul style="list-style-type: none"> <li>• Children supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe, including regular hand washing and sneezing into a tissue.</li> <li>• Children asked to wash their hands straight afterwards.</li> <li>• Separate Lidded Tissue bin available in each classroom, which is emptied regularly throughout the day. Waste should be double bagged.</li> <li>• Tissue boxes available next to lidded bins. Children will not be asked to bring tissues in from home to avoid items coming into school from home.</li> <li>• Children to be encouraged to let staff know if they are experiencing any symptoms of coronavirus.</li> </ul>	Regular reminders to catch it, bin it, kill it and to wash their hands if they sneeze or cough.  Adult offer additional encouragement and support to younger children and those with complex needs where individual needs require it.
	Children and staff sharing the same space for a long period of time.	Windows in classroom to be opened where appropriate, inside classroom doors to be open. Outside classroom door open fully if weather permits and it meets fire regulations.	Ensure that no fire exit doors are wedged open.
	Children cannot be expected to remain 2	Teachers to modify their teaching approach to keep a distance of 2 metres from children in the class when circumstances allow. Adult should avoid close	Staff to monitor children's needs and be aware of those children that are

	metres apart from each other or staff.	face to face contact and minimise time spent within 1 metre of anyone. For children old enough to understand, they should be supported to maintain distance and not touch staff and their peers where possible. Even doing this some of the time will help.	more tactile or require more personal care.
	Children cannot be expected to remain 2 metres apart from each other or staff.	<p>Where appropriate, children to be seated side by side and facing forwards, rather than face to face or side on within 1 metre. This might include moving unnecessary furniture out of classrooms to make more space.</p> <p>For children old enough, i.e. year 2 and some year 1, should encouraged not to touch staff or their peers where possible.</p>	Practically this is possible only in year 2.
	<p>Children not washing their hands correctly.</p> <p>Children ingesting hand sanitiser due to incorrect application.</p>	<p>Children and staff to regularly washing their hands during the day, using hand wash for 20 seconds and drying thoroughly.</p> <p>Children to wash their hands at staggered times throughout the morning and afternoon to minimise contact. (For example, Start of day, 10am, before lunch, after lunch, after lunch playtime, before the end of the day)</p> <p>Ensure that staff help is available for children who have trouble cleaning their hands independently, i.e. encouragement and visual guidance.</p> <p>Sanitiser available in outside classrooms, play areas for times when sinks are not immediately available. Application of sanitiser must be supervised by an adult to ensure none is ingested.</p>	<p>Regularly reminders not to touch their mouth, eyes and nose during the day. PSE and Health and Safety lessons about this. All staff to ensure they are aware of children's attachments and their need for emotional support at this time.</p> <p>Songs and rhymes used to help children practice hand washing and respiratory hygiene.</p> <p>All adults so supervise any application of hand sanitiser.</p>
	Children needing a nappy changed.	Staff should follow their normal practice when changing nappies, providing the child is not showing symptoms of coronavirus. This includes continuing to use PPE that would normal be worn in these circumstance, i.e. protective gloves etc.	

		Any child showing symptoms should not be attending the Nursery and show be sent home.	
Children with special needs not understanding why they need to stay apart or access certain equipment.		For children who have complex needs or who need close contact care, their educational and care support should be provided as normal.	Staff to monitor designated children so that all staff are consistent in their approach to their needs within the changes of routine and environment.
Children or staff transmitting the disease between year groups or classes.  Lack of space as more children return to school.  Staff mixing with different classes or year groups.		A year group (Nursery, Reception, Year1 and 2) will be considered a group for the purposes of bubbling. However, where possible each class will have the same Teacher and or TA using the same classroom each day and subsequent days.	Any movement of staff between groups due to staff shortages should be kept to a minimum and be consistent for as a long as possible.
Different year groups and classes using the same toilets.  Children not washing their hands after using the toilets.		Each year group to have its own set of designated toilets.  During session time children need to ask to go to the toilet to ensure that, where possible, only 1 child to goes at a time.  Children reminded to wash their hands each time they go.  Toilet areas to be cleaned more regularly during the day.	Staff to monitor this initially as at times they could go when they needed without the need to ask first.  Staff to monitor use of any hand towels if used to ensure they are disposed of in the bins provided.
Children touching other children's fruit or milk.		Fruit and milk to be washed and distributed to each child individually by a staff member wearing gloves or using hand sanitizer before distributing to the	

		children. Children to eat their fruit and drink their milk in their designated classrooms only.	
	Children using each other's sun cream or sun hats.	Parents to be asked to use long lasting sun cream and apply to their children before coming to school.  Children to bring a sun hat with them that they can keep at school.	
	Children touching each other's stationery equipment	Each child to have their own named stationery bag/pot with named pens, pencils and other regularly used stationery to minimise the sharing where possible.	Staff to monitor and encourage children to use their own bag or pot.
	Children sharing play-dough or plasticine.	Each child to have their own play-dough if it is being used and to be stored in separate bags for each child. Alternatively, 3 larger balls of play-dough to be used and quarantined at the end of each day to minimise cross infection within each class.	Heavy usage of resources to be monitored and these resources washed and cleaned at the end of each day.
	Classroom based resources, such as books , toys, IT equipment and games being shared by children.	These can be used and shared within the class but should be cleaned regularly, along with all frequently touched surfaces. Staff to ensure any smaller resources that see heavy usage are wiped down or washed in nets to be dried for the next day.	
	Resources shared between classes, for instance P.E. Equipment and science equipment etc.	These should be cleaned frequently and meticulously and always between each class group, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by each class.	P.E. Equipment will be sorted and shared out to each class (and lunchtime coaches) using a rotation system to minimize sharing between classes.
	Children breathing heavily during sports activities in the school hall.	Outdoor P.E. lessons will be prioritised where possible. Distancing between children will be maximised where possible during these sessions.	
	Children breathing heavily when singing.	Singing will not take place in larger groups. If singing in a smaller class sized group ensure good	

		ventilation and consider physical distancing within the classroom where possible.	
	Children sitting for long periods of time on soft furnishings and touching the same place as other children.	Soft furnishings and toys removed from classrooms, including role-play clothes. If any are needing to be used regular cleaning will need to be in place.	
Children's wellbeing	Children needing reassurance and support to settle in and attend school again.	Children to be supported to understand the changes and challenges they may be encountering as a result of COVID-19, especially as some children did not return to school during the previous term and all staff to ensure they are aware of children's attachments and their need for emotional support at this time. Information for returning to school and washing hands guidance to be made available to parents before they come back to school.	Staff to daily monitor children's emotions and behaviour.
Transmission of the virus by touch.	Children and adults standing next to each other for a longer period of time during a fire alarm.  Classes being unnecessarily exposed to other classes or staff in the school.	Fire Alarm staging area for classes to continue to be on the back playground. Staff assigned to a class to ensure that their children do not walk within 2 metres of another group when moving to the staging area. <ul style="list-style-type: none"> <li>• Each class to have a designated area that is over 2 metres away from any other small groups.</li> <li>• Additional School Staff to ensure they congregate away from any classes and do not come within 2 metres of them.</li> <li>• Year 2 to be aware of shared fire exit routes with the Juniors School and ensure children are not moving through the space at the same time.</li> </ul>	School to operate a test fire alarm to check fire safety procedures are followed.  Staff to monitor their class and discourage any touching or moving between classes when waiting for the all clear.

<p>Transmission of the virus by air.</p> <p>Transmission of the virus by touch.</p>	<p>Children or Adults being exposed to the virus outside the school when on a trip.</p>	<p>Any children going on domestic educational visits must remain within their year groups and adhere to the COVID 19 secure measures in place at the destination.</p> <p>A full and thorough risk assessment will need to be completed for the trip, referring to any control measures needing to be used, and wider advice on visiting indoor and outdoor venues.</p>	<p>The school can consult the government's 'Health and Safety Guidance on Educational Visits'.</p>
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**Outside Learning Areas**

<p>Staff or children transmitting between small groups.</p>	<p>Children from different classes using the vehicles.</p>	<p>Handle bars and touchable areas of bikes and scooters to be wiped down at the end of each session with hot soapy water and or antibacterial wipes.</p>	<p>Staff to check at the beginning of the afternoon session that the bikes are dry and there is no watery solution still on the vehicles.</p>
<p>Cross contamination</p>	<p>Children sharing resources that have been used by multiple children during the day</p>	<p>Each area of the Reception or Nursery outside classroom resources to be monitored for heavy usage and if needed, those resources to be cleaned at the end of the day.</p> <p>Water area can be opened on a daily basis, with resources available minimised and washed down and sterilised at the end of each day. Washing up liquid to be added to the water trays at all times.</p> <p>Mud Kitchen area to be kept closed unless usage is restricted to a consistent group of children, i.e. a single class.</p> <p>Sand areas to be used for a day then shut for 72 hours before being used again, or usage restricted to a consistent group of children, i.e. a single class.</p> <p>Children should be encouraged to wash their hands after coming in from the outside area if they are continuing their learning in the inside classrooms.</p>	<p>Staff to monitor usage of resources and ensure to ensure regular cleaning.</p>

Lunchtimes and transitions			
<p>Staff or children transmitting between small groups.</p> <p>Transmitting through touch.</p>	<p>Different year groups meeting each other or gathering in the same confined corridor spaces.</p>	<p>Year groups staggered use of the lunch hall and subsequent use of the outside play ground to be monitor to ensure year groups are not crossing over.</p> <p>Tape or cones to be used where necessary to delineate one way systems to ensure year groups do not come in contact during transitions times of their lunchtime routine.</p>	<p>Staff to ensure that children are introduced to new routines and supported to not come in contact with other year groups during the day.</p>
	<p>Children sitting on the same space as another children has just vacated.</p>	<p>Each class should be kept apart as much as possible in the lunch hall and ensure they use the same table each day to limit cross infection within year groups.</p> <p>Tables to be cleaned between year groups and classes.</p>	
	<p>Multiple adults in contact with the children with the possibility that they will have to provide some close personal care.</p>	<p>If needed all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. However, they should try and keep their distance from children and other staff of different groups, as much as they can, ideally 2 metres from other adults.</p>	<p>Staffing schedules to be considered to reduce the need to adults to support multiple groups over any given week.</p>
	<p>Children sharing lunch from their lunchboxes.</p>	<p>Whether bringing a lunchbox to school or having school dinners, children are to be reminded not to share food with other children.</p>	<p>Staff to monitor children using lunchboxes to ensure they are keeping everything in them.</p>
	<p>Children needed to wait for access to the lunch hall.</p>	<p>Staggered lunchtimes so that the hall and corridor is not used as a waiting area for each class between going into lunch.</p>	<p>Staff to monitor timings to ensure that children are able to start and finish lunch on time.</p>
	<p>Children coming into contact with children</p>	<p>Year 2, year 1 and Reception children to have staggered break times and lunchtimes to enable</p>	<p>Staff to monitor children using the areas to ensure children stay in their designated areas.</p>

	from other classes or year groups.	each year group to have larger spaces in the outside playground.	
	Different classes or year groups using the same space.	Collective worship times to be in individual classrooms, rather than the hall to minimise use of shared areas between different year groups and also to avoid larger gatherings.	
	Catering hygiene requirements not being met	As the kitchen will be fully open the school kitchen will comply with the government's 'Guidance for Food Businesses on Coronavirus (COVID 19)	

**Cleaning**

Transmission via surfaces.	Staff or children catching the virus from touching surfaces.	<p>Daily:</p> <p>A cleaning schedule will be available that shows the times that areas are being cleaned throughout the day to ensure regular cleaning takes place.</p> <p>Classrooms cleaned thoroughly at the end of the day by cleaners.</p> <ul style="list-style-type: none"> <li>• Tables, chairs, doors, sink, toilets, light switches, countertops.</li> <li>• Toilet area.</li> <li>• Lidded bin for tissues double bagged before being disposed of.</li> <li>• Bin with paper towels to be double bagged and emptied at the end of the day.</li> </ul> <p>Staff to regularly wipe down surfaces, for instance, tables that see heavy usage from children.</p> <p>Staff to regularly clean toys and learning resources where appropriate and manageable - especially if seeing heavy usage.</p>	Staff to monitor resources that need to be washed at the end of the day to ensure it is manageable.
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		Staff to regularly wipe down office surfaces between using any shared office spaces.	
		During the Session Time:  Staff will monitor areas and clean as needed after use, i.e. after a painting activity, or writing etc.	As time goes on staff to note areas that need more regular cleaning due to higher usage.
Transmission via waste products.	Disposal of potentially contaminated waste.	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: 1. The individual tests negative; waste can then be put in with the normal waste. 2. The individual tests positive or results not known; then store it for at least 72 hours and then put in with the normal communal waste bins. It should be stored safely and securely away from children.	
	If there is confirmation that a symptomatic individual has attended school.  Items that the person has come into contact might get missed in the cleaning process.	Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.  The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (Covid-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.  If there are indications that a higher level of virus may be present, i.e. there are visible body fluids then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.  All other surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:	When there is a confirmed case staff to compile a list of areas where normal cleaning and also a deeper cleaning will be required to ensure that no areas are missed.

		<ul style="list-style-type: none"> <li>• Objects that are visibly contaminated with body fluids.</li> <li>• All potential contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells.</li> </ul> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using either:</p> <ol style="list-style-type: none"> <li>1. A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine.</li> <li>2. A household detergent followed by disinfection (1000 ppm av.cl.)</li> </ol> <p>Avoid splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used, or it can be isolated securely and left for over 72 hours as the risk is likely to be reduced significantly by this point.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p>	
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**Arrival and End of Day**

<p>Children transmitting the virus to other children/ Adults/ family members after a period at home or school.</p>	<ul style="list-style-type: none"> <li>• Families not staggering times or keeping to allotted entry times.</li> <li>• Families not identifying other members of their</li> </ul>	<ul style="list-style-type: none"> <li>• Adults bringing their child to and collecting from the school gate. Members of staff to ferry children to the school gate for collection.</li> <li>• Government advice is that children's temperatures are not required every morning as it is not a reliable method for identifying coronavirus. The standard national advice on the kinds of symptoms should be referenced.</li> </ul>	<p>Staff to ensure that all children are ready by their allotted times to be collected so that there are no unnecessary large gatherings near the premises.</p> <p>Parents should be informed that they need to be punctual with pick up and drop off times to ensure there are no</p>
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	<p>family with symptoms.</p> <ul style="list-style-type: none"> <li>• Children wanting a toy from home for settling, raising a risk of contamination.</li> <li>• Staff not asking families about their health and signs of symptoms.</li> <li>• Non-essential travel and social interaction guidelines not followed by the staff and families.</li> <li>• Families not informing the school their children have had medication.</li> <li>• Enough staff to ensure children can adapt easier to routine changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered start and end times to minimise each class's contact with other parents when dropping off and collecting.</li> <li>• Children will need to wash their hands upon entering the school and before they leave to go home.</li> <li>• All children ready to go home at their allotted time to minimize gatherings of parents waiting at the exit. Children to be brought to the school gate for pick up at the designated time.</li> <li>• Parents of New Nursery and New Reception children may need to enter the nursery for the purpose of settling in sessions if not doing so would cause a child's distress. All measure should be taken to minimise contact between the parents and other children and staff members.</li> </ul> <p>Parents to be informed:</p> <ul style="list-style-type: none"> <li>• Only one parent/carer must attend the school to drop off and collected each day.</li> <li>• Only children who are symptom free or have not tested positive in the last 7 days may attend the setting. (Symptoms being a new continuous cough, high temperature or a loss of, or change in, normal sense of taste or smell)</li> <li>• On arrival it is reasonable to ask if any parents, children or any members of the household have any symptoms. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed</li> </ul>	<p>unnecessary large gatherings near the premises.</p> <p>Parents to confirm their emergency contact details before returning, to ensure the school has the correct telephone numbers.</p> <p>Anyone who displays symptoms of coronavirus (COVID 19) can and should be tested, these tests can be booked online through the NHS testing and tracing for coronavirus website. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <p>A home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>
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return with the school or current isolation guidelines are followed.

- Face covering are not being used in the school and will need to be removed before the child enters the site and parents to take them home or dispose of them.
- You must keep your child at home if they display symptoms (continuous cough, high temperature or a loss of, change I, normal taste or smell) and should be willing to have a test to see if they have coronavirus (Covid 19).
- They will need provide details of anyone their child has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.
- They will need to self-isolate if they have been in contact with someone who develops coronavirus (COVID 19) symptoms or someone who is positive for coronavirus (COVID 19).
- Parents need to inform the school immediately upon the results of any test:
  - a. If negative, and they feel well and do not have any symptoms they can stop isolating.
  - b. If positive, they must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms **other** than a cough or loss of sense of smell/taste. As a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day they first became ill. If they have a high temperature they should continue to self-isolate until their temperature returns to normal. Other members of the household (including

		<p>any siblings) should continue to self-isolate for the full 14 days. If they tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <ul style="list-style-type: none"> <li>• Your child will only be allowed back if they have completed the necessary isolation period.</li> <li>• You must ensure that no unnecessary items are brought in from home other than children’s lunch boxes, hat, coats, books etc.</li> <li>• You should try to walk or cycle to school if at all possible to minimise the need to public transport or use of cars.</li> <li>• If contacted, to state your child is unwell and needs to be collected from school, you must ensure that an adult is available to collect them as soon as possible.</li> <li>• Any child who is under the care of a specialist health professional needs to discuss their care with their health professional before returning to school</li> <li>• You must keep your child at home if they have been required to take Paracetamol or ibuprofen due to symptoms of other illness. This must be for 48 hours after symptoms have ended.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods should drop off or collect their child.</li> </ul>	
<p>Children transmitting the virus to other children/ adults /family members</p>	<p>Hands not thoroughly washed at the beginning of the day and children transferring the virus to or from home.</p>	<ul style="list-style-type: none"> <li>• All children to be taken and guided by staff to wash their hands for 20 seconds at the beginning of the day as soon as they enter the school building after they take their coat off but before they enter their classrooms.</li> <li>• Children to wash their hands at the end of the day before being collected.</li> </ul>	<p>Children reminded not to touch anything, other than their bags and coats, after washing their hands at the beginning and end of the day.</p>

after a period at home or school.		<ul style="list-style-type: none"> <li>Children encouraged not to touch anything until they have washed their hands.</li> </ul>	
Children taking home or returning items to school.		Parents asked to ensure that no unnecessary items are brought in from home other than children's lunch boxes, hat, coats, books etc.	Staff to remind children not to take anything home or bring any unnecessary items to school, as children have previously been encouraged to bring work in from home to share.
Transmission of the virus via touching clothing.		Staff and children's clothing does not need to be cleaned any more than usual, nor using any different methods which are different from normal.	Staff to monitor children's clothes as necessary if there are any concerns.
Children needing to wear spare clothes from school.		Parents of Reception and Nursery children to be asked to provide a spare change of clothes from home that they can keep on their pegs in case of any accidents.	
Children touching each other's coats and jumpers.		All children's coats and jumpers if not being worn to be placed on their named pegs outside the classroom.	
Children touching each other's book bags or P.E Kits.		Due to lack of space on pegs, children in year 1 and 2 to keep book bags and P.E kits in smaller boxes outside the classrooms.	Staff to distribute P.E kits and book bags rather than children to minimise risk.

### Children Displaying Symptoms.

Child transmitting the virus to those looking after them, or other members of their small group.	A child with symptoms might pass it on to others if they stay at school.	If a child begins to display symptoms compatible with coronavirus, they will be sent home and asked to isolate for at least 10 days and the parents will be asked to arrange to get a test for their child (or given one from the school) and follow the governments, 'Guidance for households with possible coronavirus infection'. Other members of their household should also be advised to self-isolate for 14 days from when the symptomatic person first had symptoms.	<p>The school only needs to ask for the results of the test before allowing them back in school, if they are returning to school before the end of their isolation period.</p> <p>School to ensure household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms.</p>
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	<p>Other staff members or children having close contact with someone who has tested positive.</p>	<p>Based on the advice from the health protection team, the school will send home all staff members and children who have been in close contact with the person who tested positive, and advise them to self-isolate for 14 day since they were last in contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact - face to face contact with the infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• Travelling in a small vehicle, like a car, with an infected person.</li> </ul> <p>If any of those sent home to self-isolate develop symptoms themselves within their 14-day isolation period they should get a test, and:</p>	<p>No evidence of negative test results or other medical evidence is needed before admitting or welcoming a child back to school as they will all be completing a 14-day period of self-isolation.</p>

		<ul style="list-style-type: none"> <li>• If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID 19) within the remaining days.</li> <li>• If the test is positive, they must inform the school immediately and must self-isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</li> </ul>	
	No details kept of who has been in contact with each other to inform test and trace.	A record needs to be kept of children and staff in each group, and any close contact that takes place between children and staff in different groups.	
	Wider community not aware of a coronavirus infection at the school.	In the event of member of staff or child testing positive a letter will be sent to parents and staff. This letter will not share the names or details of people who have tested positive, unless essential to protect others.	
	Not contacting the local health protection team.	The local health protection team will be contacted as soon as possible if the school becomes aware that any staff member or child, who attends the school, has tested positive for coronavirus (Covid 19).	
	A child with symptoms might have passed it to other children they have been near.	Any children who have been in close contact with someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see above) or they have been requested to do so by NHS Test & Trace. However, they must all wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with	

		symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.	
	Multiple children absent from school without reason or due to general sickness which might mask a potential Coronavirus infection.	If the school has an overall rise in sickness absence where coronavirus (COVID 19) is suspected, there may be an outbreak and the school will contact their local protection team for advice on additional action required.	
	The child might not be picked up straight away.	A child awaiting collection should be moved, if possible and appropriate, to a room with a closed door or outside area where they can be isolated with adult supervision. If it is not possible to isolate them, move them to an area that is a least 2 metres away from other people. A window should be opened for ventilation.	Parents will be informed they need to promptly collect their child should they be sent home due to showing coronavirus (COVID 19) symptoms.  Parents need to confirm their emergency contact details before a child returns, to ensure we have correct telephone numbers.
	Other people might use the same toilet later in the day.	If they need to go to the toilet while waiting to be collected, the toilet area should be cleaned and disinfected using the standard cleaning products before being used by anyone else. The person responsible for cleaning the area should wear PPE.	
	Members of staff being within 2 metres of a child displaying symptoms and possible needing to comfort the child if they are distressed.	The member of staff only needs to wear PPE if they need to give direct personal care to the child. The adult should wear a fluid-resistant surgical facemask if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, apron and a fluid resistant facemask should be worn by the supervising adult. If the child is vomiting, coughing or spitting then eye protection should also be worn.	Training may will need to be given for the correct wearing of PPE.

	<p>A member of staff who has stayed with a child developing symptoms.</p>	<p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Any members of staff who have helped someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</p>	
	<p>Other children or adults might use the same room later in the day.</p>	<p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours. The person responsible for cleaning the area should wear the appropriate PPE</p>	
	<p>A child who is sent home from school, or is unable to attend school as they are displaying symptoms.</p>	<p>If a child is sent home from school, or is unable to attend school because they are displaying symptoms of coronavirus (Covid-19) or have tested positive in the last 7 days, then the child can only return to school after a negative result or if they self-isolate for the required 14 days. (There is no need to test members of their households unless they have a positive result) Access to testing is available now to anyone involved in education that is showing signs of symptoms.</p>	
	<p>A child who tests positive and has been at school within their year group.</p>	<p>If it is confirmed that a child who attends the school has tested positive for Covid-19 then the rest of the year group they are part of will also be sent home, or told not to attend. They will be asked to self-isolate for 14 days, this includes the members of staff who are part of that year group or have been working directly with that child, either 1-1, in a small group or class situation. Both the staff members and children can only return to school after a negative result from the original symptomatic person or if they self-isolate for the required 14 days. (There is no need to test members</p>	<p>To access testing the parents should use the 111 online coronavirus service if their child is 5 or over. Parents should call 111 if their child is aged 5 or under.</p>

		of their households unless they have a positive result) Access to testing is available now to anyone involved in education that is showing signs of symptoms.	
<b>Attendance</b>			
Wellbeing and Education	A child's loss of education time and their wellbeing.	There is an expectation that all children will return to school to minimise the longer-term impact of the pandemic on the children's education. Parents have a duty to secure that their child attends regularly at school.	The school will identify children who are at risk of disengagement and develop plans for engaging with these families.
Wellbeing and Education	Children and or parents may be anxious about a return to school.	Any parents with significant risk factors who are concerned about a return to school should be informed of the measures in place to reduce the risk in the school.	Parents may need to be given the opportunity to discuss the measure put in place.
Children transmitting the virus to other children/ Adults/ family members after a period at home or school.	A child with symptoms might pass it on to others if they come to school.	<p>Children may not attend school if they display symptoms (continuous cough, high temperature or a loss of, change in, normal taste or smell) and should be willing to have a test to see if they have coronavirus Covid 19.</p> <p>Parents need to inform the school immediately upon the results of any test:</p> <ul style="list-style-type: none"> <li>• If negative, and they feel well and do not have any symptoms they can stop isolating.</li> <li>• If positive, they must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms <b>other</b> than a cough or loss of sense of smell/taste. As a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day they first became ill. If they have a high temperature they should continue to self-isolate until their temperature returns to normal. Other members of the household should continue to self-isolate for the full 14 days.</li> </ul>	Anyone who displays symptoms of coronavirus (COVID 19) can and should be tested, these tests can be booked online through the NHS testing and tracing for coronavirus website. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

		Only children who are symptom free or have not tested positive in the last 7 days may attend the setting. (Symptoms being a new continuous cough, high temperature or a loss of, or change in, normal sense of taste or smell)	
	A child without symptoms might pass it on to others if they come to school.	Children may need to self-isolate if they have been in contact with someone who has tested positive for coronavirus (COVID 19). They will only be allowed back to school after the necessary 14 days isolation period.	
Education and wellbeing	A child's loss of education time and their wellbeing.	<ul style="list-style-type: none"> <li>Any child who is under the care of a specialist health professional needs to discuss their care with their health professional before returning to school</li> <li>Where a child is unable to attend school because they are complying with clinical and/or public health advice, there will not be penalised for non-attendance and they should be immediately offered access to remote education.</li> </ul>	Engagement with any remote education offered should be monitored.
<b>Staff Member Displaying Symptoms</b>			
Staff infections.	A staff member displaying symptoms might transmit the virus to those around them.	<p>If a staff member starts displaying or suspects they are developing symptoms while working at school, they should return home immediately and isolate at home in line with NHS guidelines.</p> <ul style="list-style-type: none"> <li>If a member of staff becomes ill they must be tested. They will only be allowed back to the school after a negative test result or appropriate isolation has finished.</li> <li>All other children and staff that have been in close contact with that staff member should seek to get tested if they show symptoms.</li> </ul>	If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111).

	A staff member that tests positive and has been at school within a small group.	If a staff member tests positive for the Covid-19 then all other children and adults that the staff member have been in close contact with them must be sent home and advised to self-isolate for 14 days (The local health protection team will provide advice and support to identify those needing to self-isolate). They will have access to a test if they display symptoms of Coronavirus (Covid-19). Both the staff members and children can only return to school after a negative result from the original symptomatic person or if they self-isolate for the required 14 days. (There is no need to test members of their households unless they have a positive result)	
	Not contacting the local health protection team.	The local health protection team will be contacted as soon as possible if the school becomes aware that a staff member, who attends the school, has tested positive for coronavirus (Covid 19).	

**Staff Distancing**

Staff infections.	Staff members coming into contact with other staff members and children from different classes.	Staff members to ideally keep to 2 metres apart from each other and also from children where possible and the circumstances allow.	Staff to monitor levels of activity around the school to ensure there are no larger gatherings in any smaller spaces.
		Staff can operate across different groups in order to enable a full educational offer but need to ideally keep 2 metres distance from other staff and children as much as they can.	
		Staff briefings to be emailed and also printed and put up for all staff to see to avoid larger gatherings in confined spaces.	
		Staff meetings and Staff training, if absolutely necessary, to be in the school hall where 2 metre distancing can be achieved, with windows and doors open for ventilation. Year Group meetings to be held in classrooms rather than the smaller meeting rooms, where 2-metre distancing can be maintained for a smaller group of adults.	

		Staff to wash their hands before and after using the Shared Photocopier or Guillotine.	
	Staff who were clinically vulnerable being exposed to the infection.	As long the full risk assessment is applied then the risk to these staff members is mitigated significantly to enable them to return to the work place. Staff can ask to meet with Senior Leaders to discuss any concerns and additional measures that may be needed.	Risk assessment procedures to be monitored to ensure that these staff continue to remain as safe as possible.  Any additional measures to be monitored for effectiveness.
	Staff who were clinically extremely vulnerable being exposed to the infection	Any Staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield can return to work from 1 August as long as they maintain social distancing (See Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID 19)	Staff roles to be monitored to enable social distancing or working remotely where possible.
	Staff who are pregnant maybe at increased risk from coronavirus (COVID 19)	Any pregnant staff to be advised to follow the government guidance available for 'Clinically-vulnerable people' and meet with Senior Leaders to discuss any concerns and additional measures that may be needed.	Any additional measures to be monitored for effectiveness.
	Staff who maybe otherwise be at increased risk from coronavirus (COVID 19)	Any staff with significant risk factors to discuss their concerns with the Senior Leader to look at additional measures that may be needed.	Any additional measures to be monitored for effectiveness.
<b>Staff Lunch Time</b>			
Confined Staff Room space.  Transmission of the virus by air.	Staff transmitting the virus by sharing the same space.	Use of staff room for lunchtime to be minimised, with no more than 6 staff using the larger table area or 2 staff using the soft chair area.  Staff lunchtimes are staggered alongside the children's lunchtimes to minimise the number of staff members using it at the same time.  Staff to maintain 2-metre distancing where possible.  Staff room back door to be left open to improve airflow.	Use of staff room to be monitored to ensure that staff continue to remain as safe as possible.

Transmission of the virus by touch.	Staff transmitting the virus by sharing kitchen equipment and table space.	<p>All staff to wash their hands before and after using the staff room at lunchtime.</p> <p>Staff to wipe down the table where they were sitting and any kitchen surfaces after use.</p> <p>Staff to ensure they wash their hands before unloading the dishwasher or using any other shared kitchen equipment.</p>	
<b>Staffing</b>			
Level of staff to support children and ensure their safety.	Staff attendance at school.	Staff should only attend the school if they are symptom free.	
		<p>Those that have previously shown symptoms should have completed the required isolation period or achieved a negative test result.</p> <p>Risk assessing with regular health questionnaires for any returning staff as per HR illness guidance</p>	
		Staff should avoid all non-essential public transport travel, whenever possible and outside of the school, should minimise social interactions, as per the current national guidelines.	
	Staff wellbeing and work-life balance	Measures being put in place to be discuss with staff before September and staff given opportunities to contribute to the process.	Whole staff meeting before September and any updates to measures over the holiday period to be explained before children return in September.
<b>Visitors</b>			
Visitors entering the site	Visitors should be by appointment only and unannounced visitors should not be admitted.	<ul style="list-style-type: none"> <li>Attendance to the school should be restricted to children and staff as far as is practically possible.</li> <li>Visitors should make appointments outside of school hours where possible.</li> </ul>	

		<ul style="list-style-type: none"> <li>• All visitors should be given guidance on physical distancing and hygiene explained before their arrival, or before they enter the site.</li> <li>• New to the school tours should be avoided and virtual tours provided instead on the website.</li> <li>• A record of all visitors to the site will be recorded.</li> </ul>	
	Supply teachers coming into contact with other staff and children.	<ul style="list-style-type: none"> <li>• Supply teachers and other temporary staff should minimise contact and maintain as much distance from other staff within the school.</li> </ul>	
	Support staff coming into contact with other staff or children.	<ul style="list-style-type: none"> <li>• Specialist, therapists, clinicians and other support staff from pupils with SEND can continue to provide interventions as normal.</li> </ul>	

### Face Covering

<p>Transmission of the virus by air.</p> <p>Transmission of the virus by touch.</p>	<p>Adults or children catching the virus from touching someone's face covering left at school.</p> <p>Adults or children not washing their hands after handling their own face covering.</p>	<ul style="list-style-type: none"> <li>• The government has indicated that primary school children do not need to wear face coverings so children shouldn't be bringing them on site.</li> <li>• Staff and adults entering the site wearing a face mask should remove them before entering: <ul style="list-style-type: none"> <li>○ When removing the covering, do not touch the front of the face covering, and place any reusable face coverings in a plastic bag to store it in and then wash their hands. Temporary face coverings should be disposed of in a 'black bag' waste bin (not recycling bin).</li> </ul> </li> </ul>	
		<ul style="list-style-type: none"> <li>• In all areas where local lockdown or restrictions are in place, face coverings will be worn by adults in areas outside the classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. These adults need to ensure that they</li> </ul>	

		<p>do not touch the front of their face covering during use.</p> <ul style="list-style-type: none"><li>• In these circumstances some individuals are exempt from wearing face coverings. This applies to those who:<ul style="list-style-type: none"><li>○ cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability.</li><li>○ Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li></ul></li></ul>	
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