

## PARTIAL SCHOOL RETURN - COVID-19

### January 2021

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Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will use the KS2, KS1 and car park entrance gates.</li> <li>• Staff will be placed on the gate to receive children from parents.</li> <li>• No parents will be allowed on to the school site</li> <li>• All parents have been informed via letter / email / text message, of allocated staggered arrival and collection times</li> <li>• 2 metre rule to be enforced on site</li> <li>• 2m distance encouraged with parents on the public footpath while they are waiting to receive their children</li> <li>• Staff member who is possibly outside enforcing the rules should maintain social distancing</li> <li>• Face coverings to be worn by staff and parents upon drop off and collection.</li> </ul>	MED		✓
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff receiving children to maintain social distancing at all times</li> <li>• Face coverings to be worn by staff in all communal areas. Staff able to wear face coverings in the classroom if they so choose</li> <li>• Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of</li> </ul>	MED		✓

			staff supervise pupils) or they will be directed to the washrooms to wash their hands (member of staff will supervise)			
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>The classroom rearranged so that where possible the 2-metre rule is in place between each child (unless siblings in the same class and they may sit together) depending on year group.</li> <li>Classes should not be more than 10 Pupils so that social distancing can be maintained</li> <li>Staff to wear face coverings in the classroom if they require</li> <li>The teacher's desk must be kept at least 2 metres away from the children's tables/desks.</li> <li>Tissues available on each table/room for pupils to use when coughing or sneezing and they must go into a bin after one use.</li> <li>Bin must be double bagged and emptied on a regular basis.</li> </ul>	MED		✓
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Teaching staff must try and keep that safe distance at all times where possible when teaching.</li> <li>Where children may require extra assistance a 2 metre rule must try to be enforced or reduce amount of close contact.</li> <li>Children to stay where possible in small groups on tables if 2 metre distance not practicable.</li> <li>Consider using Teaching Assistants to teach lessons when classes have to be split up.</li> <li>Children use own chairs and desks daily.</li> <li>Children have their own folders which contain their individual equipment for use every day</li> </ul>	MED		✓

Children requiring to use the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>• Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>• Children only sent 1 at a time</li> </ul>	MED		✓
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staggered break times to reduce number of children in same space.</li> <li>• Children will have their break times in their 'family groups'</li> <li>• No play equipment to be used.</li> <li>• Climbing equipment has been cordoned off</li> <li>• Children informed again of the importance of social distancing whilst outside.</li> <li>• Look at providing activities which can abide by the rules.</li> <li>• Supervising staff must keep a 2 metre distance from each other at all times.</li> </ul>	HIGH		✓
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• The staff room is not to be utilised as a rest / break facility</li> <li>• Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils</li> </ul>	MED		✓
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Whilst children are on breaks clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>• Wear gloves whilst carrying out this task and wash hands after cleaning.</li> <li>• Dispose of gloves and cloths in double bagged bin.</li> </ul>	MED		✓
Lunch breaks	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staggered lunch breaks and outside play</li> <li>• Children eat their lunch in classrooms or outside weather permitting, within their family groups</li> <li>• Lunch duty to be covered by designated member of staff for that bubble – no crossing of bubbles</li> </ul>	MED		✓

First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries.</li> <li>• Any cleaning equipment used for first aid will be disposed of in double bags and taken straight to the outside bins on the car parks</li> <li>• Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>• Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>• Always wash hands after contact</li> </ul>	MED		✓
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• In the event of a serious injury or incident call 999 immediately.</li> <li>• Wear face covering and gloves when in close contact or dealing with bodily fluids</li> <li>• In the event of CPR being required it is advised only chest compressions are given and use of a defib if available.</li> <li>• Always wash hands after contact</li> </ul>	MED		✓
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> <li>• First Aiders must always wear gloves when administering first aid procedures.</li> <li>• It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK)</li> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>	MED		✓

Intimate Care	Staff	Lack of infection Control	<ul style="list-style-type: none"> <li>• When staff are carrying out any intimate care they must:</li> <li>• Wear Gloves</li> <li>• Wear an apron</li> <li>• Wear a face covering</li> <li>• Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>• Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>• Staff must wash their hands once gloves and masks are removed</li> <li>• A poster to be displayed of instructions which must be followed.</li> <li>• Record all intimate care carried out.</li> <li>• Risk assessment to be used as a working document and may be subject to constant review for staff who are carrying out intimate care</li> </ul>	MED		✓
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child.</li> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• Wash hands after contact</li> </ul>	MED		✓
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a room on their own or outside</li> <li>• Try and maintain social distancing.</li> </ul>	MED		✓
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will collect children from allocated KS1 / KS2 / car park gates. Letter / text / email notification of which gate applies to their child</li> <li>• Staggered collection times – notification sent to parents as above</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Consideration given to families with multiple children to collect from different gates at different times</li> <li>• Children released when Parent is next in queue and child will be fetched from classroom. Radio communication to be used where possible, to staff in classrooms.</li> </ul>			
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or via email if this is not possible a meeting will be arranged and social distancing rules observed.</li> <li>• Parents will be discouraged in congregating around the school site.</li> <li>• No paper letters will go home to parents, everything will be emailed out. Where parents have not supplied an email address, they will be directed to the school website for all information which has been released via newsletter</li> <li>• Text message system to be used for contact to parents where appropriate</li> </ul>	MED		✓
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis.</li> <li>• All staff are able to access the following information on-line for up to date information on COCID-19 <ul style="list-style-type: none"> <li>➤ Public Health England</li> <li>➤ Gov.co.uk</li> <li>➤ NHS</li> <li>➤ DfE</li> <li>➤ Department for Health and Social Care</li> </ul> </li> <li>• All staff to receive full training on new working practices on January 4<sup>th</sup> training day</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• If either staff or children become unwell during the school day, they are to be placed in an allocated area with access to separate toilets. Member of staff to be placed outside of the room whilst waiting for parent collection</li> <li>• Any staff member who falls ill during the school day must leave the site as quickly as possible</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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. The allocated area will have access to toilets.</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.</li> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> </ul>	MED		✓



			<ul style="list-style-type: none"> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• 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.</li> <li>• 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. .</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• 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.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Use of school equipment	Staff	Lack of infection control	<ul style="list-style-type: none"> <li>• Only one staff member to use photo copiers at one time</li> <li>• Equipment wiped down with antibacterial cleaning products after use.</li> </ul>	MED		✓

Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• No off-site visits permitted of any type</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>	MED		✓
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. .</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> </ul>	MED		✓

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

			<ul style="list-style-type: none"> <li>All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> </ul>			
Statutory Tests and Inspections	Staff Pupils Others	Maintenance issues	<ul style="list-style-type: none"> <li>Statutory inspections to continue but with social distancing in place at all times.</li> <li>In-house inspections should continue to ensure the school remains as safe as possible.</li> </ul>	MED		✓
Contractors in school	Staff Pupils Others	Health & Safety Inadequate control measures	<ul style="list-style-type: none"> <li>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>School to ensure no pupils or staff are in the area where contractors are working.</li> <li>Contractors will be designated a toilet they can use whilst on site.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> </ul>	MED		✓
Emergencies	Staff Pupils Others	Inadequate Control Measures	<ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> </ul>	MED		✓

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|  |  |  | <ul style="list-style-type: none"><li>• Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li></ul> |  |  |  |
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