



The Federation of Nettlestone and Newchurch Primary Schools

COVID 19 PROTECTIVE MEASURES RISK ASSESSMENT FOR RESTRICTING ATTENDANCE DURING THE NATIONAL LOCKDOWN

Updated January 2021

FEDERATION OF NEWCHURCH AND NETTLESTONE PRIMARY SCHOOLS

This assessment enables the Federation to implement its recovery planning around a range of 'protective measures' for the period of National Lockdown commencing Tuesday 5th January.

All Federation staff will all have an opportunity to inform the successful implementation of recommended controls; mitigation and protective measures.

In recognition of the dynamic situation, this risk assessment will be reviewed or superseded where guidance from the government changes, or where improvements are required following implementation by the Federation at a local level however it is our intention to implement these measures until the end of the autumn term and then further review barring necessity to change.

This assessment should be used alongside the government guidance below that was last updated on 7th January 2021:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

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

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

This assessment has been shared with members of the Isle of Wight Health & Safety team who have advised that the Federation have taken good cognisance of the DFE guidance and have implemented appropriate control measures thereby advising that the level of risk as a result is low.

Risk Assessment

Location / Site	Newchurch Primary School
Activity / Procedure	Restricting the attendance during the national lockdown
Assessment date	8 th January 2021

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance updated 8th January 2021 states:

Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible.

For vulnerable children and young people and the children of critical workers, who should still attend school or college, as they did in March to July, and their teachers, the system of protective measures means that any risks are well managed and controlled.

Red text are taken directly from the DfE guidance for 'Restricting attendance during the national lockdown: schools' 7th January 2021.

<u>Identify hazard</u>		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
1) Lack of social distancing and preventative measures in the classroom resulting in direct transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH			
<u>Control measures</u>		<i>List your control measures required to reduce risk - add appropriate detail about the type and location of controls</i>	
<ol style="list-style-type: none"> 1. During the period of national lockdown only vulnerable children and young children of critical workers to attend. All other pupils and students Year R-6 should not attend and should learn remotely until February half term. Should numbers escalate and provide concern schools may ask for simple evidence to confirm eligibility of attendance. 2. Early Years provision should continue to open (not including reception classes) but only if staffing levels enable it to do so safely. Staffing levels will be a key component when determining how the school can continue to operate safely. In any period of high staff absence it may be necessary to implement a partial or full closure of the Early Years provision. The level of staff available will determine the level of care and supervision the school can offer. Any changes will be communicated to parents as soon as practically possible 3. Communication to parents that all those that are unwell or self-isolating must stay at home and do not attend school. 4. Clinically extremely vulnerable pupils are advised not to attend school. 5. Schools will follow advice of PHE in the event that a parent insists on a child attending school but staff consider it an increased risk of infection were they to do so. 6. Schools will not deploy pupil rotas but offer provision to enable parents to work thus reducing social contacts and pupil numbers on site. 7. Creation of class bubbles wherever possible to minimise contact between individuals and maintain social distancing wherever possible. Where practical to do so group size will be kept as small as possible by using available spaces within the school. 8. Ongoing staff consultation to ascertain appropriate staffing levels required to minimise contacts in classroom and reduce need for social contact outside of the home. These levels will be dependent on numbers of key worker and vulnerable children presenting in school each day and the age/needs of the children in attendance. 9. Bubbles will not mix with other bubbles during the school day and as far as possible will be strictly class based. Movement around the school site will be kept to a minimum. 10. Children within the bubble to clean hands thoroughly more often than usual. 11. Promotion of good respiratory hygiene by promoting 'catch it, bin it, kill it' approach within the bubble. 12. Review of staffing structure to ensure risk of transmission reduced by limiting number of adult interactions with children within the pupil yet ensuring a broad and balanced curriculum. Staff are permitted to work across groups if needed but this will be restricted wherever possible and practical to do so. 13. Lunchtime provision in classroom if necessary to avoid need for additional use of shared Hall spaces. 14. Staggered playtimes, supervised by staff from bubble. 			

15. Identify outdoor space to be used exclusively by bubble to facilitate outdoor learning and adjust timetable accordingly.
16. Encourage use of creative outdoor learning solutions during lockdown period to reduce number of children being taught inside the classroom.
17. Classrooms to be well ventilated. In cooler weather windows to be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Doors to be opened at breaktimes to assist with ventilation as long as they are safe to do so. A comfortable teaching environment should be maintained as far as possible and practical, heating will remain on to ensure comfort levels are maintained in occupied areas.
18. Wherever possible classrooms will be organised to support social distancing where possible. If children are working at tables they should be sat side by side and facing forwards, rather than face to face or side on.
19. Remove excess furniture to increase space if space to do so to enable promotion of social distancing.
20. In KS2 children keep to their allocated seat when in class and to use the same desk daily. Staff to create seating plan so all staff teaching bubble are aware of seating positions. KS1 may adopt a similar strategy when delivering whole class inputs but it is accepted that Social distancing is incredible difficult for children in EYFS/KS1 that engage in continuous provision.
21. Children to have key equipment on desk or close to had to minimise movement in classroom e.g. water bottle, stationary set etc
22. Social distancing charter created for and revisited often with the children - (Include instructions how to line up, use of toilet, moving around the classroom, no touching of staff etc)
23. Charter re-visited and modelled many times a day and linked to school behaviour system - lots of praise for adherence and sanctions for non-compliance
24. Children spoken to if cannot adhere to charter and dealt with according to revised Behaviour Policy
25. Lessons planned for individual work (not pairings or group work in the first instance)
26. Where interventions need to be in place they should be only for children within the class and from an appropriate social distance.
27. Wherever practical staff to position at front, side or back of room.
28. Staff encouraged to wear face coverings where they feel social distancing is not possible.
29. Feedback - using large whiteboard and visualizer and interactive whiteboard not close interaction - adults to be reminded that they should attempt to minimise contact within 1m of anyone (adults or children). If close feedback or communication needed - side to side not facing child.
30. Children to have access to own stationary resources (pen, pencil, rubber, pencil sharpener) to avoid unnecessary sharing. Name labels to identify the designated user.
31. Children to bring minimal items to school, coat, lunchbox, reading book and these will be stored in personal lockers/ on pegs. Only small groups to access lockers at a time. In KS2 personal pencil cases should contain minimal items and remain in school.
32. Although school uniform policy reinstated on allocated PE days children to wear PE to school to avoid need for changing and therefore opportunities to forfeit social distancing. Additional clothing is permitted and encouraged in the winter months.
33. Activities such as assemblies, enrichment and celebratory events suspended for the period of national lockdown to prevent large gatherings.
34. Ongoing open and honest communication with parents regarding the challenges of implementing social distancing, support requested in preparing pupils for a return to school
35. Reminder of fire route communicated to children and practice fire drill undertaken during first weeks back of each term to allow for social distancing as appropriate even though class groups are significantly smaller.
36. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly

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if guidance changes			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>		
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2) Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
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1. Allocated toilet area highlighted for each bubble.
2. Children instructed, if cubicles are in use, to wait outside to maintain social distancing.
3. Hand gel used after toilet use as well as washing hands.
4. Extra signs in toilet area re washing hands.
5. Door hooks or wedges in place for the toilet external toilet doors if not fire doors to increase ventilation.
6. Extra soap ordered to ensure we do not run out.
7. **Enhanced cleaning schedule in place** including cleaning at lunchtime using standard products such as detergents and bleach as this is a shared area used by different groups.
8. Signage to identify handwashing protocols to serve as reminders - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
9. Lidded bin in each toilet base to **support 'catch it, kill it, bin it'** protocol.
10. Toilets to be well ventilated.
11. Children taught to flush toilet with lid closed where lids are present.
12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>		
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3) Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add		
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appropriate detail about the type and location of controls				
<ol style="list-style-type: none"> 1. Parents to be encouraged to walk/cycle/scoot with children to school as per government guidance and where it is safe to do so - further promote walking/ cycling/ scooting within curriculum focus. 2. School transport discouraged and school bus suspended. If children do arrive by public transport they should wear face coverings, be supported in their safe removal and handwash upon arrival. Face coverings should be kept in a sealed bag during the day. 3. No parents allowed on site uninvited - drop off points promoted through school communication 4. Parents encouraged to wear face coverings on drop off/pick if exiting their vehicle or walking to school. Communication of expectation to parents using private vehicle that single household use is preferable and that parents remain in their cars rather than congregate at the school gate. 5. Signage to promote walking route into school away from other class bases. The same access routes as to be used during the Autumn term for all class bubbles. 6. Instructions shared re social distancing between families in the morning with parents and children - markers to support social distancing on routes to classroom. 7. Staff on duty to supervise - face coverings permitted and encouraged. 8. Staggered drop off and pick up times remain in place for different year groups but with no impact on teaching time. 9. Breakfast club to remain in operation. 10. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 				
Remaining level of risk				
Consider level of risk following use of control measures				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">HIGH</td> <td style="width: 25%; text-align: center;">MEDIUM</td> <td style="width: 25%; text-align: center; background-color: yellow;">LOW</td> <td style="width: 25%; text-align: center;">NEGLIGIBLE</td> </tr> </table>	HIGH	MEDIUM	LOW	NEGLIGIBLE
HIGH	MEDIUM	LOW	NEGLIGIBLE	

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>		
4) Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staggered playtimes and allocated play areas for each bubble to minimise contact between individuals and maintain social distancing wherever possible . 2. Only one bubble out to play at one time - one class on playground and one group on field where practical and possible - classes must remain separate at all times and class staff to supervise. 3. Reduced playtime equipment - items that of hard surface that can be easily cleaned allocated for use by each bubble - age appropriate items. 4. Games discussed which encourage social distancing - no contact games permitted. 5. Staff supervision by staff within the bubble throughout - actively encouraging and modelling social distancing at all times. 6. Handwashing/ sanitising to take place before and after any playtime. 7. Outdoor gym/ adventure equipment should be allocated to a bubble on a rota basis for 1 week allowing 48 hours between groups. 			

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8. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard *Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards*

5) Lack of social distancing when eating lunch resulting in direct transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures List your control measures required to reduce risk - add appropriate detail about the type and location of controls

1. Handwashing/ sanitising to take place, before and after eating.
2. Staggered lunchtimes for bubbles to avoid large gatherings, minimise contact between individuals and maintain social distancing wherever possible.
3. Ongoing liaison with Caterlink to ensure COVID secure operations.
4. School kitchen fully operational for hot meals (restricted menu) but suitable arrangements in place to enable bubble to eat within the classrooms where necessary thereby avoiding large gathering in main hall.
5. Adaptation of school menu to facilitate meals that can easily be transported e.g. avoidance of custard/gravy etc
6. Consideration of safe transportation of hot food to classrooms, to avoid strain or excessive effort from staff. Use of thermal food covers, meal trolleys, identification of quickest, socially distant route.
7. Ensure bubble staff feel competent and confident to support transit and delivery of hot food.
8. Consideration of utensils and crockery allocated to bubble for sole use of children within the bubble, although they will be cleaned through a dishwasher and therefore should be ok.
9. Provision of food waste bowl in classrooms for hot meal waste to be disposed of straight away after eating.
10. **All surfaces to be cleaned** after eating.
11. All packed lunch rubbish taken home in lunch box.
12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard *Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards*

6) Lack of social distancing in the corridors resulting in direct transmission of the virus

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Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their class base and accessing from outside classroom door where possible 2. Only one child going to toilet at one time - different toilets allocated to each bubble wherever possible - arrangements to be agreed with children concerning going and returning to toilet 3. Messages to office via classroom telephone - no child to be sent with a message. 4. Each class base to have access to basic first aid kit to avoid unnecessary pupil movement in the school. 5. Staff use empty classrooms and alcoves to maximise the distance between each other. 6. System for entry and exit into classrooms to be deployed to avoid congestion. 7. When moving class around the school - 1m+ metres between children - regular practice and reminding of this. 8. Corridors to remain well ventilated. 9. Staggered breaktimes and access routes to playground/field to avoid congestion in corridors 10. Use of shared spaces minimised e.g. Hall, 11. Staff permitted and encouraged to wear face coverings in areas where social distancing is challenging. 12. Signage to promote social distancing on staircases i.e. no passing on stairs permitted. 13. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>	
7) Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children encouraged to wash hands / use hand gel more often than usual. 2. Children allocated a pencil case with own stationary to use - no sharing of pencil case items. Children in KS2 can bring their own pencil case to school but this must remain in school and not be transferred between home and school. 3. Staff to have their own stationary items that are not shared. 4. Classroom based resources, such as books and games can be used and shared within the bubble, these should be cleaned regularly. 5. Tables, door handles and other frequently touched surfaces cleaned with anti-bacterial spray every night and between teaching sessions. 6. Resources on tables ready for lesson and not distributed within the lesson. 7. Limited resources transferred between home and school - only necessity items e.g. water 			

- bottle, lunch box, reading book, hat, coat etc Small bags only are allowed.
8. Verbal feedback encouraged wherever possible, children to mark own work where they can to minimise contact points. Staff are able to take books and other resources home but unnecessary sharing is to be avoided.
 9. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles 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 different bubbles.
 10. Outdoor equipment should be more frequently cleaned.
 11. All soft furnishings minimised as only those essential to the delivery of the learning objective.
 12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
8) Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Communication to reassure pupils and families who may be anxious about a return to school in place as early as possible. 2. Welfare calls where necessary to address directly how families are feeling about a return to school. Where anxiety identified resources and sources of support to be signposted at the earliest opportunity along with reassurances given about measures that will be put in place to reduce the risk in school. 3. Children still deemed clinically extremely vulnerable are advised not to attend school. 4. School attendance will be recorded in the register, all absences to be followed up where parents have indicated that they are eligible and will be attending school. 5. Staff to take proactive approach with parents of children who identify as BAME to ensure they can share safeguards and address any specific concerns that may be raised. A risk assessment may be co-produced with parents so that a personalised risk mitigation plan can be put in place that can be shared with parents prior to the child returning to school if felt to be appropriate. 6. Social story to be shared with all children before return to school to familiarise them with the new expectations. 7. Provision of more focused pastoral support where issues are identified that individuals may need help with including engagement with school nurse service. 8. 2 metre social distancing ELSA provision available for children who are distressed further support from Hants EP service if required 9. Promotion of Speak Out Stay Safe message 10. Circle time opportunities 11. Opportunities given for children to speak freely of their experiences of lockdown 12. Opportunities offered for children to speak 1:1 with a trusted adult should they feel they need 			

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additional support 13. Lesson content to be adapted to reflection social and emotional needs 14. Follow safeguarding protocols to refer where new issues have arisen or existing concerns escalated 15. Trained DSL available at all times either on site or available to be contacted via phone to manage child protection and safeguarding concerns. 16. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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9) Emotional distress of the staff - including anxiety

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Involve staff in risk assessment process - input into hazard identification and control measures
2. Ongoing communication with staff to share plans and thought processes
3. Sharing of support helplines - HCC and others
4. **Staff not to come into school if they have tested positive in at least the last 10 days or have been alerted to self-isolate.**
5. **Household members of any contacts who are sent home do not need to self-isolate themselves unless they or someone in their household subsequently develops symptoms.**
6. At least one member of senior staff on site everyday for staff to share concerns with
7. Limited access to communal areas to minimise contact between individuals and maintain social distancing wherever possible. Visible signage in place to support these arrangements.
8. Cleaning products available to support wiping of shared resources after use e.g. photocopier, telephone, laminator etc
9. No shared workstations permitted in school offices or admin areas to minimise contact between individuals and maintain social distancing wherever possible.
10. Staff to use own personal stationary stocks - no shared pens etc
11. Staff to limit number of resources taken from school to home and vice versa to those only necessary for delivery of curriculum objectives.
12. **Use of staff room to be minimised.** Instead staff bases created for each individual bubble to avoid mass use of staffroom during breaktimes. Only staff working within the bubble permitted to access staff base during allocated break times.
13. Time for planning and preparation within the week identified
14. Staff needing to work across the Federation to minimise points of contact to reduce risk of transmission and implement social distancing within shared work spaces where practical and reasonable to do so.
15. Where a role is conducive to home working this will be considered where feasible and appropriate.
16. Staff alerted **that staff who are clinically extremely vulnerable from COVID-19 should not**

- attend the workplace.
17. Clinically vulnerable staff can continue to attend school when it is not possible to work from home. When in school they should follow the specific measures to reduce and minimise risk of transmission and should alert school leaders to their unique position.
 18. Pregnant women or those that are breastfeeding will be identified as clinically vulnerable will be subject to individual risk assessment.
 19. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home and are encouraged to discuss their unique position with school leaders.
 20. Governors should have regard to staff well being, work-life balance and workload including that of the Headteacher
 21. Staff who feel that they may be at increased risk (including those who identify as BAME) are encouraged to discuss their concerns and the school will do all that is practically possible to accommodate additional measures where appropriate.
 22. Increased access to online training/meetings to be implemented to facilitate staff working/training from home and supporting staff well-being.
 23. Student teachers or work placements to be allocated to one bubble only and work within the remit of the bubble.
 24. Adults working in regulated activity (e.g. peripatetic teachers, sports coaches etc) not to be in school during period of national lockdown.
 25. Volunteers not to be on site supporting the school during period of national lockdown but may assist from home if there is a need to do so.
 26. Staff to make school leaders aware of any travel plans that could cause disruption due to quarantine arrangements upon return.
 27. Staffing levels will be a key component when determining how the school can continue to operate safely. In any period of high staff absence it may be necessary to implement a partial or full school closure. The level of staff available will determine the level of care and supervision the school can offer. Any changes will be communicated to parents as soon as practically possible
 28. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
10) Risk of spreading virus due to close contact with children - 1:1 and intimate care resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
1. Individual risk assessments produced by SENCO identifying additional hazards due to behaviours that may present challenge e.g. spitting, biting etc			

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2. SENCO to maintain communication with families with children supported by EHCP and identify/implement any reasonable adjustments necessary during the period of national lockdown.
3. Appropriate PPE purchased and available to staff providing intimate care - masks, gloves, disposable aprons, visors.
4. First aid to be administered side by side, using verbal instructions wherever possible wearing gloves and within the Bubble area.
5. Revised addendum to Positive Behaviour Policy to ensure all aware of sanctions if children are acting in a way staff are put at risk.
6. **All children deemed clinically extremely vulnerable are advised not to attend school.**
4. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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11) Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Additional handwashing facilities installed on external walls to promote handwashing at entry and exit points
2. Additional hand sanitiser dispensers outside of all classrooms
3. Hand sanitiser ordered in large quantities
4. Extra soap dispensers situated in each classroom
5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
6. Washing hands posters shared in all washing areas
7. Reminders/ Models of how to wash hands properly - videos and posters promoting how to wash hands with soap and water for 20 seconds and dry thoroughly
8. Children encouraged not to touch their mouth, eyes and nose
9. Tissues supplied in each class base to promote 'catch it, Kill it, Bin it' for tissue waste.
10. Lidded bins purchased for all areas and emptied frequently to prevent infection transmission.
11. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
12) Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using anti bacterial cleaner. 2. PPE will be worn by cleaning staff as directed by the cleaning contractor. 3. Some resources will be rotated and left to de-contaminate for 72 hours after cleaning to reduce the risk of indirect transmission 4. Soft furnishings and soft / cloth toys / items that cannot be cleaned easily (e.g. sand) will be minimised in classrooms as to only those essential for curriculum delivery. 5. Displays to be designed to engage and support learning but not encourage touch or physical interaction. 6. Thorough cleaning of each room at the end of each day and toilet facilities cleaned during the day. Additional 'fogging' of classrooms to take place each Friday. 7. All cleaning to adhere to published government guidance - COVID-19: cleaning of non-healthcare settings. 8. Cleaning box allocated for each bubble 9. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes 			
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
13) Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
<u>Existing level of risk</u>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff who are clinically extremely vulnerable from COVID-19 should not attend the workplace and should work from home. 2. Clinically vulnerable staff can continue to attend school when it is not possible to work from home. When in school they should follow the specific measures to reduce and minimise risk of 			

- transmission and should alert school leaders to their unique position.
3. Pregnant women or those that are breastfeeding will be identified as clinically vulnerable will be subject to individual risk assessment.
 4. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home and are encouraged to discuss their unique position with school leaders.
 5. Governors should have regard to staff well being, work-life balance and workload including that of the Headteacher
 6. Staff identified as vulnerable will be offered the opportunity to create an individual risk assessment to ensure that they feel confident and safe in the workplace.
 7. Staff and other adults must not come to school if they have symptoms of coronavirus or have tested positive in at least the last 10 days.
 8. Staff developing symptoms (new or persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia)) during the school day will be sent home.
 9. Staff testing positive but not displaying symptoms should not come to school and should self-isolate. Should symptoms develop during the isolation period the 10-day isolation period should restart from the day they develop symptoms.
 10. Household members should self-isolate for 10 days from when the symptomatic person first had symptoms.
 11. Any member 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.
 12. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE

Identify hazard	<i>Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards</i>
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14) Risk of transmission after a child falls ill with symptoms within school

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLECTIBLE

Control measures	List your control measures required to reduce risk - add appropriate detail about the type and location of controls
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1. Communicate to families that it is a statutory requirement that in the event of symptoms that they are ready and willing to; book a test, provide details of anyone that they have been in close contact with if they test positive and self-isolate
2. Staff informed and asked to remain alert of the symptoms of possible coronavirus infection e.g. new or persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) and will be informed if any other symptoms are added to the list.
3. Temperatures taken upon arrival and any above 37.8° will be sent home immediately
4. Identification of well-ventilated area that can be used as a quarantine space should a child fall ill.
5. Any pupil who displays signs of being unwell immediately referred to a member of staff. **Child**

awaiting collection to be isolated immediately behind a closed door.

6. Ensure parents called immediately and asked to collect child and ensure that parents are aware of this expectation. **999 will be called if someone is seriously ill or their life is at risk.**
7. PPE (face mask, apron, gloves and mask) available for staff providing supervision in the identified quarantine space. Staff requested to revisit training materials for donning and doffing PPE appropriately.
8. Appropriate signage in quarantine area to provide visual reminder to staff that 2m social distance needs to be maintained.
9. **Separate toilet facilities to be used by person exhibiting symptoms if required and to be cleaned and disinfected before being used by anyone else.**
10. Isolation room cleaned and disinfected as soon as child collected.
11. **Everyone must wash their hands thoroughly for 20 seconds with soap and running water after contact with someone who is unwell.**
12. **The area around the person with symptoms must be cleaned after they have left to reduce the risk of potentially passing the infection to others.**
13. Ensure staff in school understand the NHS Test and Trace process and how to contact local Public Health England protection team.
14. Schools to ask parents to inform immediately the results of the test if positive it is necessary for the patient to self-isolate for 10 days whilst the family members need to self-isolate for 10 days.
15. Further advice to be taken from Public Health England on further managing the outbreak.
16. **Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE do not need to go home immediately to self isolate unless; the symptomatic person subsequently tests positive, they develop symptoms themselves (in which case they should arrange to get a test), they are requested to do so by NHS test and trace or the PHE advice service.**
17. For individuals or groups of self-isolating pupils and pupils who are shielding following government advice, remote education plans will be put in place. These will meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
15) Risk of transmission following planning of school based activities.			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Extra curricular clubs will be suspended for the period of national lockdown. 2. Breakfast club provision will take place within the class bubbles only to ensure consistent groups. 3. Liaison with wraparound care providers to ensure children attending are kept in small, 			

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consistent groups with the same children each time as far as this is possible with the same staff member supervision.

4. No school trips or overnight residential opportunities will be offered.
5. Visiting curriculum specialists, including those in regulated activity, will be suspended for the period of national lockdown.
6. A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.
7. Assemblies will take place in class bubbles to avoid large gatherings.
8. Alternative methods for sharing success with wider stakeholders to be considered in place of Celebration Assemblies.
9. School calendar reviewed to provide alternatives to established activities that require close contact e.g. mentoring meetings, class assemblies etc. Creative solutions to be used.
10. PE lessons to be outdoors as much as possible - staff allocated to each bubble to provide high-quality PE as long as 2m social distance can be maintained at all times. No access to changing rooms. Only sports whose national governing bodies have developed guidance and approved by the government are permitted. Contact sports will be avoided.
11. School choir will be suspended as singing, wind and brass playing should not take place in larger groups.
12. Any activities involving shouting should not take place and microphones should be used if voice projection required.
13. Any meetings/ adult gatherings/ adult based events (either indoors or outdoors) should be individually risk assessed and take place virtually wherever possible.
14. Visitors strictly only permitted on site if their work directly impacts on positive outcomes for children, all other visits to be undertaken remotely or out of school hours to minimise contact between individuals and maintain social distancing. Visitors encouraged to wear face coverings.
15. School facilities will not be available for external hire during the period of national lockdown.

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards		
16) Risk of mismanagement of school premises when preparing for full re-opening			
<u>Existing level of risk</u>	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk - add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Identified members of staff for managing premises, reviewing risk assessments and implementing any measures to ensure that safety is maintained for wider opening (KJH/LP/AJ/RP/GF/GA). 2. Routine flushing as advised of all the cold water systems and domestic hot water services. 3. Seek advice from legionella competent person who will advise on the action required if any 			

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4. Contact persons responsible for drinking water dispensers to ensure that all remain safe to use and water is safe to drink.
5. In the event that water is not safe to drink bottled water will be provided.
6. Ensure all classrooms have access to hot water feed for handwashing and soap dispenser.
7. Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems.
8. Regularly check hot water generation for functionality and if required, temperature recording.
9. Ensure availability of soap and hot water in every toilet and any areas used for personal care of pupils eg changing
10. Purchase of hand sanitiser in all classrooms and for regular passing/access points
11. Purchase of lidded bins for all classrooms and for other key locations around the site for the disposal of tissues and any other potentially infected waste.
12. Purchase of plentiful supply of disposable tissues in each classroom and communal areas
13. Systems in place to coordinate emptying of bins and safe waste disposal at lunchtime as well as at end of day.
14. All hand dryers disconnected to prevent unnecessary distribution of bacteria in the air.
15. Checks made that all areas are well ventilated and that windows are operational.
16. Promotion of natural ventilation via windows or vents to be used as far as possible and where available occupied room windows should be open.
17. Before re-opening check all fire doors are operational and fire alarm system and emergency lights have been tested and are fully operational
18. During week 1 of reopening complete fire drill with appropriate social distancing.
19. Before re-opening and during opening ensure new cleaning arrangements in line with coronavirus preparations should include regular systematic checks on drainage systems (check traps have not dried out and ensure water seals are in place to prevent smells within the building, for example, accessible toilet areas) and where toilets are put back into use ensure the flushing of the toilets occur with the lids down and toilet ventilation systems are working
20. Ensure all cleaning is undertaken in accordance with COVID secure guidance
21. Provision of cleaning materials and gloves for each bubble to prevent cross-contamination and facilitate immediate cleaning of surfaces impacted by coughs/sneezes etc
22. Liaise with Caterlink to ensure all cleaning and kitchen management processes are in line with COVID-19 secure guidance
23. Ensure adequate signage to publicise social distancing rules around the site.
24. Demarcation of 2m social distance lines on school frontage and approaches to school entry points.
25. Allocation of outside space to each identified bubble with demarcation of zones as required.
26. Request feedback from staff on success or otherwise of measures and refine/adapt accordingly if guidance changes

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards
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17) Risk of mismanagement of remote learning

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>		List your control measures required to reduce risk - add appropriate detail about the type and location of controls	
		<ol style="list-style-type: none"> 1. Pupils and students should not attend school and should learn remotely until February half term. 2. Identification of a senior leader to be responsible for the quality and delivery of remote education and to ensure that provision meets expectation (AJ/LP). 3. Secure and suitable platforms identified (SeeSaw/Tapestry) for the children's age group, stage of development and ability. School and parent accounts created as part of the platform. 4. Staff training on appropriate, practical and safe use of the learning platform. 5. Creation of remote learning plan to communicate all expectations regarding remote curriculum access during the period of national lockdown i.e. length of learning, expectations for engagement and types of delivery etc 6. Preference for recorded learning and not provision of 'live lessons' as an additional safeguard and support of staff wellbeing and workload. Resource banks of recorded material to be signposted to assist staff with planning e.g. Oak National Academy. 7. Reasonable access arrangements to be put in place for children identified as SEND, for children of an age that may require high levels of adult support or for families that are facing difficulties due to illness. 8. Weekly safety reminders shared in the newsletter regarding online safety protocols and arrangements. 9. Ongoing communication with all stakeholders involved in remote learning to facilitate swift resolution to any issues raised that may cause additional anxiety for those involved. 10. Continued staff adherence to Code of Conduct regarding behaviour and conduct whether online or in the real world. 11. Contact arrangements for welfare calls in place, it is preferred that these are undertaken using a school device however to support unnecessary journeys to school should staff wish to use their own devices they should make sure any phone calls are made from a blocked number so personal contact details are not visible. 12. Loan agreement in place to support provision of school devices where there is lack of access at home. 	
<u>Remaining level of risk</u>		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

GOV.UK

Coronavirus (COVID-19)

What you need to know – cleaning in non-healthcare settings

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

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 a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2

metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

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.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

Or

if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating 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.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Appendix 2

Symptoms of Covid-19

