

Laburnum Primary School

COVID-19

Guidance and Risk Assessment

(JANUARY 2022)



Updated by: Head Teacher

Last reviewed: November 16th

Next review due by: December 1st 2021 (Ongoing)

IN RESPONSE TO LOCAL PUBLIC HEALTH REQUESTS, OUR RISK ASSESSMENT HAS BEEN UPDATED AND INCLUDES AN ADDITIONAL SECTION (P10-12) THAT DETAILS ADDITIONAL MEASURES CURRENTLY IN PLACE. THESE MEASURES HAVE BEEN IN PLACE SINCE 1ST NOVEMBER IN RESPONSE TO PUBLIC HEALTH COMMUNICATION FROM CENTRAL BEDFORDSHIRE AND GOVERNMENT GUIDANCE ISSUED AS A RESULT OF THE OMICRON VARIANT.

Our planning is underpinned by Department for Education guidance, including:

- [Schools COVID-19 operational guidance](#)
- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [The use of personal protective equipment \(PPE\) in education, childcare and children's social care settings, including for aerosol generating procedures \(AGPs\)](#)
- [COVID-19: cleaning in non-healthcare settings outside the home](#)
- [Health and safety: advice for schools](#)

Schools COVID-19 operational guidance states:

“The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

“Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”

Requirements such as bubbles, face coverings and contact tracing have been removed, however control measures state that schools should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Further guidance on the removal of requirements and DfE expectations on control measures can be found here: [Schools COVID-19 operational guidance](#)

All protocol and procedures at Laburnum are found within our most recent risk assessment, which is a ‘living’ document, reviewed and updated frequently: ‘Laburnum Primary School RISK ASSESSMENT’ (appendix 1) that has been produced using a LA-approved template. It is a legal requirement to review and update the previous risk assessment.

The following plan outlines relevant detail from the government’s guidance with further detail about how Laburnum Primary School will adopt measures and ensure compliance to the statutory elements within it. The aim of this plan is to minimise the risks, whilst acknowledging that we can’t negate them entirely.

SECTION 1: GUIDANCE TO MINIMISE CORONAVIRUS (COVID-19) RISKS.

Systems of control	Action
<p>1. Ensure good hygiene for everyone.</p>	<p>Adults and children are to wash or sanitise (minimum 70% alcohol gel) their hands on the following occasions:</p> <ul style="list-style-type: none"> ▪ Entry to school ▪ Before/after break & lunch times ▪ When they change rooms ▪ Before leaving school ▪ Anytime that they visit the toilet or cough/sneeze into their hands ▪ Before and after removing/putting on a face mask (adults) ▪ Before and after using shared equipment, such as the photocopier, paper cutter, kettle etc. ▪ Before and after handling items from home such as letters. <p>Hand hygiene protocols are to be re-visited frequently when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of revisiting our behaviour principles and relationships policy.</p> <p>Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc.), they will need an individual risk assessment, produced in conjunction with the child's parents, to ensure measures can be put in place to reduce the risks. Government guidance indicates that this is not a reason to deny these pupils face-to-face education.</p>
<p>2. Maintain appropriate cleaning regimes.</p>	<p>At various intervals (as per the cleaning schedule – appendix 2), adults will disinfect and clean tables, door handles and other high contact areas and equipment. Each class will have their own allotted set of classroom cleaning equipment in a box, with additional supplies available in the PPA room. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would in a normal school day. Toilets are to be cleaned at each break time.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are bagged and then put in an additional disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>3. Keeping Occupied Spaces Well Ventilated</p>	<p>It is important to ensure that all areas of school are well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> ▪ Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ▪ Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#).

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. during break and lunch)
- children can wear a plain t-shirt under their shirt to provide additional warmth.

CO2 monitors will be used to test air quality and alert staff to any issues. If a monitor registers in the yellow zone, ventilation needs to be increased. If a monitor registers in the red zone, the room needs to be emptied and flushed (all doors and windows fully open).

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive, **they are not to attend school**. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared frequently.

If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.

If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with disinfectant (or bleach) and the children/adults who have had contact with the room will wash their hands thoroughly for 20 seconds.

In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing gloves an apron and a mask.

The designated isolation spaces/toilets are as follows;

- Dining Hall Lobby and adult toilet (EYFS Isolation)
- PPA Room and PPA Room Toilet (Y1-6 Isolation)

If a child is sent home with symptoms, the child should then be tested for coronavirus. If the test is negative, the child can return to the setting assuming they are well enough.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial

- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). All identified staff are expected to take a PCR test if advised to do so and will be released from their duties as required to enable this to happen.

Isolation can end on day 7 providing a negative LFT has been recorded on day 6 and day 7, 24 hours apart and the person does not have a high temperature. If someone is unable to take a LFT they will need to complete the full 10-day isolation.

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

SECTION 2: SCHOOL OPERATIONS

Aspect of school	Action
Transport	<ul style="list-style-type: none"> ▪ If children are travelling via coach on a school visit, they are still expected to adhere to the systems of control. ▪ School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.
Attendance	<ul style="list-style-type: none"> ▪ School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school. ▪ Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). ▪ For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.
School Workforce	<ul style="list-style-type: none"> ▪ Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. ▪ Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.
Safeguarding	<ul style="list-style-type: none"> ▪ All existing pre-covid safeguarding measures are in place as normal, however the 'Designated Safeguarding Leads' will need to consider the needs of those children requiring additional pastoral support as a result of prolonged or periodic absence from school.
Lunch and break times	<ul style="list-style-type: none"> ▪ Midday supervisors and school support staff will continue to support the supervision of lunchtimes. ▪ Pupils are allowed to mix across classes at break and lunchtime, however dining table surfaces should be cleaned between groups of pupils.

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	<ul style="list-style-type: none"> Staff and pupils should follow the agreed timings and outline for meals in the dining hall / classrooms. <ul style="list-style-type: none"> Nursery - 11:45 – EYFS Reception – 11:45 – Dining Hall Year 1 – 11:55 – Dining Hall Year 2 – 12:00 – Dining Hall Year 3/4 – 12:25 – School Meals Dining Hall, Y3 Packed Lunches in Dining Hall, Y4 Packed Lunches in Y4 Classroom Year 5/6 – 12:35 – Schools Meals Dining Hall, Packed Lunches Y5 & Y6 Classrooms Staff may go home for lunch assuming someone is supervising the children appropriately during that time.
Premises	<ul style="list-style-type: none"> Mrs Pearce will conduct the normal building checks as per the existing schedule of work. Teachers need to ensure that classrooms have good ventilation (open windows and doors) at <u>all</u> times.
Educational Visits	<ul style="list-style-type: none"> Educational visits will take place in line with DfE guidance and following an approved risk assessment. All risks assessments must include a section on COVID-19 measures in line with the in school risk assessment and should be approved by the Educational Visits Coordinator (Mrs Rebecca Day) and the Head Teacher (Mr Ben Bardell).
Wraparound care	<ul style="list-style-type: none"> Pupils attending must adhere to the usual in school control measures. Pupils from different classes should be distanced where possible in breakfast club.

SECTION 3: CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

Aspect of school	Action
Curriculum expectations	<ul style="list-style-type: none"> Laburnum Primary School has identified a ‘recovery curriculum’ approach and produced a recovery curriculum document. The model we have created applies our full and broad curriculum experience, but also allows great scope to identify gaps in core learning, consolidate these and plan for them to be addressed over a period of time, with additional intervention for specific individuals and for those year groups that have less time to ‘catch-up’ before moving to the next phase of education. Children will continue to be reminded of all of their effort and achievements in learning in the previous year. Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys. Remote education will become a focus in the sense that it will become integrated into the school curriculum. Class teachers will retain the use of Class Dojo and upload information to class stories to maintain contact and links with parents. Oak National Academy lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to revert to that way of working should there be a localised outbreak impacting on school attendance.
Pastoral support	<ul style="list-style-type: none"> The safeguarding leads and SENDCo (Mr Bardell, Mrs Dawes & Mrs Boyall) will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. Where issues arise, the DSLs and SENDCo are to be informed so that specific interventions can take place.
Behaviour expectations	<ul style="list-style-type: none"> The current approved behaviour principles and relationship policy coronavirus addendum will still apply. Expectations of behaviour will be regularly revisited and the school vision and motto, Challenge, Achieve, Respect, Effort, will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.

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SECTION 5: CONTINGENCY PLANNING FOR OUTBREAKS

Aspect of school	Action
A local outbreak	Refer to the COVID OUTBREAK MANAGEMENT PLAN
Remote education support	<ul style="list-style-type: none">▪ Laburnum Primary School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown of a number of weeks.▪ Our Remote Learning approach is detailed in our Remote Education Policy (available on our school website).

APPENDIX 1: LABURNUM PRIMARY SCHOOL RISK ASSESSMENT FORM 2021-2022

Risk Assessment for: RISK TO HEALTH AND LIFE		What are you risk assessing? SAFE OPERATION OF SCHOOL FOR STAFF AND PUPILS DURING A GLOBAL PANDEMIC AND NATIONAL CRISIS			
Assessment by: MR BEN BARDELL (HT)	Date: WEDNESDAY 1st SEPTEMBER	Most Recent Update: TUESDAY 4th JANUARY	Approved by: HEAD TEACHER AND CHAIR OF GOVERNORS	Date: TUESDAY 16th NOVEMBER	

What are the hazards?	Who might be harmed and how?	What are you already doing / have done?	What further action is/might be necessary?	Action by whom?	Action by when?	Date completed
Person showing symptoms or positive test result	Employees Pupils/Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> ▪ Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine). ▪ If anyone in school develops COVID-19 symptoms they will be sent home. ▪ An unwell child awaiting collection will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). ▪ Staff caring for a child awaiting collection to keep a distance of 2 metres. ▪ PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ▪ a face mask worn if a distance of 2 metres cannot be maintained. ▪ if contact is necessary, then gloves, an apron and a face mask should be worn ▪ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. ▪ Staff to wash their hands after caring for a child with symptoms. ▪ All areas where a person with symptoms has been to be cleaned after they have left (in line with guidance below) ▪ If cases meet the threshold, the school's outbreak management plan will be initiated. ▪ School has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. ▪ Update staff, pupils, stakeholders and visitors on changes in practice – Step 4 measures. ▪ If a parent/carer insists on a pupil attending your school with symptoms, Head Teacher may refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. 	<p>Increase the use of home testing by staff</p> <p>Consider reintroducing face coverings and bubbles temporarily</p> <p>Attendance restriction will only be recommended by the government as a last resort.</p>	BB		

What are the hazards?	Who might be harmed and how?	What are you already doing / have done?	What further action is/might be necessary?	Action by whom?	Action by when?	Date completed
Poor Personal Hygiene	Employees Pupils/Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> ▪ COVID-19 posters/ signage displayed. ▪ Frequent and thorough hand cleaning is regular practice. ▪ Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating. ▪ Sufficient handwashing facilities are available. ▪ Where there is no sink, hand sanitiser provided in classrooms (70% alcohol). ▪ Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). ▪ Use resources such as “e-bug” to teach effective hand hygiene etc. ▪ Adults and pupils are encouraged not to touch their mouth, eyes and nose. ▪ Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). ▪ Tissues to be provided. ▪ Bins for tissues provided and are emptied throughout the day. 	Put in place monitoring and supervision to make sure people are following controls in place, including enhanced cleaning.			
Spreading coronavirus from contact with surfaces, equipment and workstations	Employees Pupils/Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> ▪ Reduced clutter and removing difficult to clean items to make cleaning easier. ▪ Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. ▪ Surfaces that are frequently touched and by many people in common areas to be cleaned at least twice a day. ▪ Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. ▪ Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors). ▪ Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. ▪ Provide more bins and empty them more often. ▪ Toilets and communal areas to be cleaned regularly. ▪ Sanitising spray and blue roll to be provided in classrooms for use by members of staff. ▪ Thorough cleaning of rooms daily. 	Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes. Provide information telling people who should clean something and when. Include information on the products they need to use, precautions they need to follow and the areas they need to clean			

What are the hazards?	Who might be harmed and how?	What are you already doing / have done?	What further action is/might be necessary?	Action by whom?	Action by when?	Date completed
Poorly ventilated spaces leading to risks of coronavirus spreading	Employees Pupils/Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Heating used as necessary to ensure comfort levels are maintained when the building is occupied. Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school). Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. 	Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas.			
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Employees Pupils/Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can. Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.</p> <p>Keep under review completed individual risk assessments for pregnant workers.</p>			
Airborne spread of COVID	Employees Pupils/Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> See additional temporary risk assessed measures below: Face coverings required for staff in communal areas and for visitors at all times. Face coverings required on school transport. 				

ADDITIONAL TEMPORARY RISKS & MEASURES RECOMMENDED BY PUBLIC HEALTH DUE TO INCREASED INFECTION IN THE COMMUNITY

What are the hazards?	Who might be harmed and how?	What are you already doing / have done?	What further action is/might be necessary?	Action by whom?	Action by when?	Date completed
Increased risk to Health and Life	<ul style="list-style-type: none"> All staff have an increased risk of contracting COVID-19 due to increased contact with children and other staff. 	<ul style="list-style-type: none"> In line with Public Health guidance: <ul style="list-style-type: none"> All staff made aware of social distancing, cleaning and hygiene expectations. All staff to observe 2m social distancing in communal areas Staff to wear face coverings at school gate drop-off and pick-up Staff (on a voluntary basis) to take part in twice weekly Lateral Flow Device testing to identify asymptomatic staff who need to self-isolate (see separate risk assessment). 	<ul style="list-style-type: none"> Response to local lockdown / outbreaks – measures may need to be stricter. 	BB, MD All staff	Reviewed by 1.4.2021	
Visitors to school	<ul style="list-style-type: none"> Increased risk of virus transmission to staff and children. 	<ul style="list-style-type: none"> Office access to be by phone call / email only Social workers / School Nurse /Police allowed 1:1 / family: access by agreement with the HT/DHT/SENDCo (DSLs) using school library and 2m social distancing. All visitors to take a LFT and record a negative and wear a face mask when on the school site. 	<ul style="list-style-type: none"> Local increase in infection rate may necessitate an increase in measures and tighter restrictions on visitors to school. 	Office staff HT/DHT All staff	Ongoing	
Parent access to school		<ul style="list-style-type: none"> Parent access to office by phone call / email only. All children to enter school from their designated gate. Where they are struggling, EYFS children can be brought to the second gate, but not into the EYFS outdoor area or to the door in order to provide further protection to staff, parents and children. Parent tours to be external and doorway only for EYFS. 			Ongoing	
School caterers on site		<ul style="list-style-type: none"> Consistent member of staff to attend site. Staff member to wash hands on arrival and wash hands between serving to different classes. Staff member to observe stringent social distancing. Staff to wear face coverings (visors or masks) when mixing in school. Facemasks do not need to be worn when serving as staff are distanced at this point. 			Ongoing	
Contractors / Gardeners on school site		<ul style="list-style-type: none"> Contractors/gardeners only allowed on site socially distanced and when children/main staff are not using affected areas. Any affected areas within the school buildings to be thoroughly cleaned with appropriate materials prior to use by staff/pupils. 			Ongoing	
Deliveries to school	<ul style="list-style-type: none"> Increased risk of virus transmission to 	<ul style="list-style-type: none"> Delivery personnel to deliver to lobby or area immediately outside of office – delivery personnel not to go beyond this point. Post delivered to secure post box outside of school office. 	<ul style="list-style-type: none"> Local increase in infection rate may necessitate an 	Office staff	Ongoing	

Peripatetic Staff / supply teachers / tutors attending school	staff and children.	<ul style="list-style-type: none"> Office staff to wear gloves to bring delivered items into school. Peripatetic Music Staff allowed on site – must socially distance 2m from staff and 1m+ from pupils and maintain hygiene measures. All peripatetic staff / tutors to wear a face visor or mask when working with children, unless they can socially distance. Hands to be washed / hand sanitiser to be used between pupils. Instruments (e.g. piano) to be disinfected between pupils or pupils to play own designated instrument. Supply Teachers allowed on site, but only used if there is no alternative member of school staff available. 	increase in measures and tighter restrictions on visitors to school.	HT/DHT All staff	Ongoing	
		<ul style="list-style-type: none"> Therapists allowed on site – must socially distance 2m from staff/pupils and maintain hygiene measures. Hands to be washed / hand sanitiser to be used between pupils. Therapist to distance a minimum 1m from child working directly with and wear a face visor. 			Ongoing	
Therapists on site for weekly 1:1 sessions.						
Pupil movement around school.	<ul style="list-style-type: none"> Increased risk of virus transmission to staff and children. 	<ul style="list-style-type: none"> Addendum to Behaviour Principles and Relationships Policy to be shared with all pupils and revisited frequently. Break/lunch times organised to ensure maximum social distancing. Pupils must remain in class at all times other than designated breaks, interventions groups/tuition and toilet breaks. 		Class staff	Ongoing	
Staff movement around school.	<ul style="list-style-type: none"> Increased risk of virus transmission to staff and children. 	<ul style="list-style-type: none"> Start/end/break/lunch times organised to ensure maximum social distancing. Staff & PPA rooms maximum 3 people at one time. Staff to remain in class/with group apart from at designated break times. Staff to utilise the school hall or their classroom for breaks (when the children are not in) to avoid overcrowding in staff/PPA rooms. All staff must wear face masks <u>not</u> visors in communal spaces (all spaces outside of the classroom) apart from when eating, unless exempt. All staff to ensure 2m social distancing from colleagues in other classes as far as is possible. 		Class staff	Ongoing	
Use of shared outdoor spaces.	<ul style="list-style-type: none"> Increased risk of virus transmission to staff and children. 	<ul style="list-style-type: none"> Groups to use specified outdoor spaces at specified times and to be supervised by the adults in their class at all times. Outside areas to be divided to allow for more than one group to be socially distanced. 		Class staff	Ongoing	
Shared dining	<ul style="list-style-type: none"> Increased risk of virus 	<ul style="list-style-type: none"> Pupils having a school meal (and R-Y3 packed lunches) eat in dining hall at designated tables/seats. 		Class staff	Ongoing	

	transmission to staff and children.	<ul style="list-style-type: none"> ▪ All remaining pupils to eat in designated classroom, supervised by specified adults. ▪ All to wash hands prior to and after eating. ▪ All tables to be cleaned prior to and after pupils eating. 		Caterers		
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Risk assessment review due: 01/02/2022 or in the event of any incident, change in circumstances or additional guidance being issues. The risk assessment will also be reviewed if there is a significant increase (or potential increase) in positive cases or a significant increase or decrease in staff available to work.

APPENDIX 2: DAILY CLEANING IN LINE WITH SITE MANAGERS DAILY CLEANING SCHEDULE

MEASURE TO TAKE

Use standard cleaning products to clean and disinfect frequently touched objects and surfaces **at each break time**, including:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ▪ Door and window handles ▪ Desks and table tops ▪ Sports equipment | <ul style="list-style-type: none"> ▪ Teaching and learning aids ▪ Computer equipment ▪ Toys | <ul style="list-style-type: none"> ▪ Telephones ▪ Bathroom facilities |
|---|--|---|

Classrooms end of day:	Walls, doors, sills, switches	Spot clean	Blue cloth	Multi-purpose Spray
	Tables	Wipe clean	Blue cloth	Multi-purpose Spray
	Furniture	Wipe clean	Blue cloth	Multi-purpose Spray
	Floor (altro)	Mop	Blue mop & bucket	General purpose floor cleaner
	Floor (carpet)	Vacuum	Hoover	N/A
	Clevertouch Screen	Wipe clean	Cleaning Wipes	Cleaning Wipes
	Sink & tap	Wipe clean & scour	Blue cloth & scourer	Multi-purpose Spray

Have all cleaning staff used appropriate equipment (e.g. disposable gloves/apron)?

Remove rubbish daily and dispose of it safely (double bagged if tissues etc.)

DEEP CLEANING IF THERE HAS BEEN A SUSPECTED CASE OF COVID-19 IN SCHOOL

If possible, close and secure areas the person has been in for 72 hours before cleaning in the same way you would any other area (see above). If that's not possible, follow the list below.

MEASURES TO TAKE

Clean and disinfect surfaces the person has come into contact with, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors)

You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids

When cleaning hard surfaces and sanitary fittings, use either:

- Disposable cloths, or Paper rolls and disposable mop heads

When cleaning and disinfecting, use either:

- A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
- A household detergent, followed by a disinfectant with the same dilution as above

All cleaning staff to wear:

- Disposable gloves and aprons, washing their hands with soap and water once these have been removed

Place any possibly contaminated fabric items in a bag and take it to a point of laundering, using gloves and aprons when loading the laundry in the machine and disposing of the bag afterwards.

Washing Machine in Dining Hall

Launder any possibly contaminated items on the hottest temperature the fabric will tolerate

If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning **Should not apply –soft furnishings removed.**

Dispose of any items that are heavily soiled or contaminated with body fluids

Keep any waste from possible cases and cleaning (e.g. tissues, disposable cloths) in a tied plastic rubbish bag inside a tied bin bag, and place these bags in a suitable and secure place, marked for storage

Keep in Site Manager's Store: After 72 hours, dispose of these bags in your normal waste