RISK ASSESSMENT

Company:	**Inspire Partnership Multi Academy Trust**	**Date of Assessment:**	**25.1.2021** **Version 10**
Schools:	Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School, South Hiendley Primary School, Ash Grove Primary Academy		
Description of work activity / process being assessed:	**Revised to comply with changes from 5.1.2021 – "Restricting Attendance During the National Lockdown". Schools are ONLY open to Vulnerable Children and Children of Critical Workers (key workers). The nursery provision will continue to be available. <u>However, Parents and Carers should keep their children at home if they can.</u>** Applies to all pupils and staff		

Persons exposed:		Type of assessment:	
Employees	☒	**Initial**	☐
Pupils	☒		
Contractors	☒	**Change in Government Guidance following Covid 19 Outbreak**	☒
Visitors / Members of the public	☒	**Operational review**	☒

COVID – 19 (Corona Virus)

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
OPENING SCHOOLS TO VULNERABLE CHILDREN OR CHILDREN OF KEY WORKERS					
Increasing the risk of direct and indirect transmission and spread of Covid 19	Schools will only be open to vulnerable children or children of critical/key workers from 5.1.2021 until further notice. Schools must comply with the System of Controls identified in the Guidance for partial opening. **Parents and carers who are critical workers should keep their children at home if they can.** **The nursery provision will continue to be available but where possible parents and carers should keep their children at home if they can.** All other children will learn remotely until further notice.	Vulnerable children and young people are those children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at 'local discretion'. Vulnerable children are encouraged to attend. **Critical workers** Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home. Evidence of job roles may be requested.	ALL Schools	5 Jan 2021	
	Ensure all H&S compliance checks have been undertaken		Premises Teams and AS	1 Sept 20	
	Ensure each school has a deep clean prior to opening including the use of the fogging cleaning regime				
	Review cleaning hours/requirements to perform intermittent cleans				
	Ensure catering contractors adhere to stringent cleaning protocols in their areas				
	Engage with the NHS Test and Trace Process And Local Public Health England health protection team.		ALL Schools	1 Sept 20	

EFFECTIVE INFECTION PROTECTION AND CONTROL					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, **do not attend school**	Communicate expectations clearly with parents and staff	Headteacher	4 Sept 20	
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff	Headteacher	4 Sept 20	
	Anyone developing coronavirus symptoms during the school day will be sent home. They will be asked to self isolate and arrange a test.	Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID 19) infection, which sets out that they must self isolate for at least 10 days and should arrange to have a test. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self isolate for 10 days from when the symptomatic person first had symptoms	ALL	Ongoing	
	Cleaning hands thoroughly more often than usual	Upon entrance to the school, hands must be washed or hand sanitiser applied. Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered. Hand Sanitiser stations installed in classrooms	ALL	Ongoing	
	Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach	Tissues/bins in all classrooms and to be emptied throughout the day. Educate pupils to use tissues or sneeze into elbow area of arm	Premises & Classroom based staff	Ongoing	

	Cleaning frequently touched surfaces often using appropriate detergents	Cleaning routines reviewed and classroom based staff to regularly wipe down frequently touched surfaces often. Zoono products to be used by premises teams which are shown to provide additional protection or as a minimum standard detergent/bleach based products	Premises & Classroom based staff	Ongoing	
	Minimising contact and mixing by altering the environment/daily routines from 1 Sept 20	Review classroom layouts to ensure desks are facing the front with pupils seated side by side. Seating plans must be used with most able/well behaved to the rear. Line up order dictated by the seating plan. All pupils to have own equipment.	Premises & Classroom based staff	Ongoing	
	Children displaying **any** signs of illness will not be allowed into school	Parents will be asked to keep children home if unwell for any reason	ALL School Staff	From 1st Sept 20 onwards	
	Ensure children are in bubbles at all times each day, and different bubbles are not mixed during the day, or on subsequent days				
	If a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents may be asked to collect their child from school				
	Ensure that the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days				
	Ensure where possible the same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day				
	Decide which lessons/activities can be delivered and adhere to physical distancing wherever possible	Music will not be taught in full initially as there may be an additional risk of infection where individuals are singing, playing wind or brass instruments. Social distancing measures will be observed, where possible PE – contact sports will be avoided. Outdoor sports will be prioritised. Pupils should wear their PE kit to school on their allocated day to avoid the need to change.	SLT	From 1st Sept 20 onwards	

		Any equipment used will be thoroughly cleaned between each use by different bubbles.			
	Consider which lessons or classroom activities could take place outdoors				
	Where possible, allocate designated areas of the playground to each bubble	Where possible, each bubble to have their own playground equipment			
	Reduce movement around the school wherever possible				
	Where possible, all classes to have a 'teacher zone' where staff can socially distance				
	Stagger break and lunch times and consider groups remaining in one location at these times to reduce movement around school	Grab Bag options available to all pupils – this provision will be regularly reviewed			
	Stagger drop off and collection times and plan parents' drop off and pick up protocols that minimise adult to adult contact (only one parent/carer should attend)	Communicate protocols clearly with parents and identify which entrance/exit points each group will be using			
	Parents/carers cannot enter the site and/or gather at school gates and doors – to be managed at school level	All conversations with parents will be by telephone or email			
	From week commencing 21.9.20 all parents/carers are asked to wear face coverings when entering the school site for drop off and collection.				
	Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window	Lone working procedures must be adhered to at all times when undertaking home visits			
	Stagger/remove assembly times from daily routines	Deliver virtual assemblies or an assembly per bubble			
	Remove unnecessary items from the classrooms and other learning environments where there is space to store it elsewhere				
	Remove soft furnishings, soft toys and toys that are hard to clean				
	Implement a one way system, where possible, or place a divider down the middle of the corridor to keep groups apart as they move through the school				
	Use of staff rooms should be minimised	Follow social distancing guidance and ensure surfaces cleaned after use			
	Access rooms directly from outside, where possible				

	Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open :- 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)				
	Ensure toilets do not become overcrowded by limiting the number of children using the facilities at any one time. Each bubble to consistently use the same facilities, where possible.	Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet			
	Use outdoor space for outdoor education, exercise and breaks	Outdoor equipment should be cleaned between bubbles using it.			
	Individual and very frequently used equipment such as pens and pencils should not be shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces,				
	Resources that are shared between bubbles such as sports, art 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 hrs for plastics) between use by different bubbles.				
	Pupils should limit the amount of equipment they bring into school each day, to essentials such as coats and lunch boxes.				
	Review of current pupil and staff risk assessments where necessary	EHCP pupils should have a risk assessment.			
	Where possible, pupils who have a 1:1 support should have a designated area for that support to take place. Where possible, it is recommended that the 1:1 adult sits at a separate table from the child, ensuring the child has all the equipment they need to undertake the task	This may be outside of the classroom if space in the classroom does not permit this			

	Review of the school's behaviour policy to ensure that it covers COVID 19 related incidents (appendix to follow)				
	Review of the school's attendance and exclusion policies (appendix to follow)				
	During an emergency, if it is unsafe to maintain social distance guidance measures, then they do not apply (ie evacuation of building following a fire alarm)	When undertaking a fire drill, social distancing should be maintained. A phased return must be adhered to when leaving and re-entering back into the premises. All PEEPs t be reviewed and amended to ensure those who require assistance to evacuate have support			
	Remove/reduce unnecessary usage of school transport for children arriving to school	Encourage parents, pupils and staff to walk to school. If this is not possible, try to avoid the use of public transport. Limit household bubbles to vehicles – do not car share. Where possible, all employees should travel to work alone using their own vehicle – where this is not possible, journeys should be shared with the same individuals ensuring good ventilation and facing away from each other. Consider wearing face coverings.			
	Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport.	Follow the LA risk assessment for dedicated school transport			
	Breakfast Clubs and After School Clubs will not be operating immediately – the Trust will work to resume this provision in due course once demand has been established	If it is not possible or practical to maintain the same bubbles being used during the school day, then providers should maintain small, consistent groups. From 5.1.21 Breakfast and After school clubs will not be operating for the period of the national lockdown. This will be reviewed in due course.			
	Residential visits will not be planned for 2020/21				
	No educational visits will be planned for the autumn term (this includes swimming)				
	No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms	A record must be kept of all visitors including contact details. The receptionist should complete the sign in process, eliminating the need to have multiple people touching pens.			
	Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on physical distancing and				

	hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.	Regularly clean common contact surfaces in the reception area.			
PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings & Face Masks **DfE guidance states, 'based on current evidence and the measures that schools are already putting in place, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided'.**					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus	All classroom staff will be provided with a face shield and asked to wear this, particularly at times when social distancing cannot be adhered to.	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Headteacher	1.10.20	
	Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances..		Headteacher	From 1st Sept 20 onwards	
	Only children whose care routinely involves the use of PPE due to intimate care needs should continue to receive their care in the same way.	Face masks, gloves, aprons available for staff to use.	All Staff	Ongoing	

	Children who have accidents/soil themselves will not be changed and parents will be contacted to collect them.				
Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school	A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.	If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn	All Staff	Ongoing	
PUPILS WHO ARE CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING **National restrictions came into force on 5th January 2021 – these changes are reflected below.**					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	From 5.1.21 children still deemed clinically extremely vulnerable should not attend school. The government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend school if they are vulnerable or parents deemed to be key workers.				
	Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education	Schools should monitor engagement with this activity	SLT	Ongoing	
	Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self isolation or family isolation, the absence will not be penalised.		SLT	Ongoing	

SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING

Under the national lockdown, the expectation is that everybody should work from home where possible. School leaders are best placed to determine the workforce that is required in school, taking into account the updated guidance of which the changes are reflected below.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the work place. CEV individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list).	All other staff can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable	ALL Staff	From 1st Sept 20 onwards	
	Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school where it is not possible to work from home. They should follow the system of controls implemented in this risk assessment.				
	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.				
	Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in school. Employers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and	A risk assessment should be conducted for pregnant women. Individual discussions should be held with the member of staff to determine support measures to minimise risk. Working from home is an appropriate adjustment from the 28 week point.			

	of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).				
	Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can attend school and should follow the system of controls implemented in this risk assessment.	People who live with those who have comparatively increased risk from coronavirus can attend the workplace.			
	Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school.	Employees who are self isolating and who are fit to work may work from home in agreement with their headteacher			
	The government has set a requirement for people returning from some countries to quarantine for 10 days upon their return	Staff will need to be available for work in school from the start of the autumn term. Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time. If holidays were pre-booked before lockdown/restrictions were put in place, this situation should be discussed with your Headteacher and HR advice will be sought.			
	Staff returning from travel outside the UK can be asked to take a test before returning to school/site	People who return from countries which are not on the travel corridor list should self-isolate for 10 days.			
	All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs)				

CLASS/GROUP SIZES					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk)	Reduce contact between people as much as possible by ensuring children only mix in a consistent bubble (typically their class or year group) and that bubbles do not mix	Staff to child ratios in EYFS continue to apply Where schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small.	SLT	From 1st Sept 20 onwards Ongoing	
	Desks spaced as far apart as possible to support distancing, where possible. Seat pupils side by side and facing forwards	Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.	SLT		
Not enough staff to supervise the groups	If there are shortages of teachers, TAs may be deployed to lead groups or cover lessons, working under the direction of a qualified teacher	Any redeployments should not be at the expense of supporting pupils with SEND	SLT		
	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum		SV/HTs		
	Schools can continue to engage supply teachers and other supply staff. ITT trainees can continue to be hosted in school during the lockdown period.		SV/HTs		
	Supply staff and other temporary workers can move between schools		SV/HTs		

IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new and persistent cough or a high temperature they must be sent home and advised to follow the COVID 19 guidance for households with possible coronavirus infection guidance		SLT	Ongoing	
	If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2metres away from other people	A window should be opened for ventilation	SLT	Ongoing	
	If they need to use a bathroom while waiting to be collected, they should use a separate bathroom if possible	The bathroom should be cleaned and disinfected before being used by anyone else	SLT	Ongoing	
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (ie a very young child or one with complex needs)		All Staff	Ongoing	
	The member of staff of staff who helped the individual does not need to go home unless they develop symptoms themselves (in which case a test is available) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	All Staff	Ongoing	
	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others		All Staff	Ongoing	
Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing	

IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus	If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self isolate for 10 days and arrange a test.	Their fellow household members should self isolate for 10 days	SLT	Ongoing	
	In the event of a parent insisting that a child with symptoms attends school, the school can take the decision to refuse the child entry if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.				
	All staff and pupils have access to a test if they display symptoms of coronavirus and they are encouraged to get tested in this scenario		SLT/All Staff	Ongoing	
	If an individual tests negative, they can return to school and the fellow household members can end their self isolation				
	If an individual tests positive, the rest of their class/group inc staff members should be sent home and told to self isolate for 10 days	The other household members of that wider class/group do not need to self isolate unless the individual they live with in that group subsequently develops symptoms	SLT/All Staff	Ongoing	
	As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.	In some case a larger number of children may be asked to self isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary	SLT	Ongoing	

ENGAGE WITH THE NHS TEST AND TRACE PROCESS

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team (www.gov.uk/guidance/contacts-phe-health-protection-teams)

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is potentially higher if NHS Test and Trace process is not adhered to	From 18 Jan 21, staff in primary schools will be supplied with Lateral Flow Device (LFD) test kits to self swab. Staff will be asked to take their kits home and carry out the test twice a week (at home). Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home kit. Staff also need to inform their Headteacher of a positive result ASAP. Testing is not mandatory and staff do not need to provide proof of a negative test to attend school. Staff with a positive LFD test result will need to self isolate and arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school.	Staff will be asked to test on a Sunday afternoon/evening (allowing a 48hr window from last being in school and in contact with colleagues and pupils). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble will not be required to self isolate given the 48 hr window from last contact. Staff will be asked to take a 2nd test on a Wednesday evening (at home). If a staff member has a positive LFD test result, they must self isolate until a PCR test is undertaken and a result determined. The colleagues/pupils in the associated bubble **will be required to self isolate**. If the PCR test result is negative then the individual and members of the isolating bubble will be able to return to school.			
	All staff and parents/carers must be advised that they will need to be ready and willing to : • book a test if they or their child are displaying symptoms • provide details of anyone they or their child(ren) have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test & Trace • self isolate if they have been in close contact with someone who tests positive for	Communicate expectations clearly with parents and staff	Headteacher	4 Sept 20	

	coronavirus, or if anyone in their household develops symptoms of coronavirus.				
	Anyone who displays symptoms of coronavirus can and should get a test.		ALL	From 1 Sept 20 onwards	
	Parents and staff should inform school immediately of the results of a test and follow this guidance :	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating & other members of their household can stop self isolating. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & must continue to self isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self isolating until their temperature returns to normal. Other members of the household should continue self isolating for the full 10 days.	ALL	From 1 Sept 20 onwards	
	If someone who has attended school has tested positive, schools should contact the local health protection team.	This team will also contact schools directly if they become aware that someone who has tested positive attended the school – as identified by NHS Test & Trace. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self isolate.	ALL	From 1 Sept 20 onwards	
	If a person has tested positive, school must send home those people/children who have been in close contact with the person who has tested positive, advising them to self isolate for 10 days since they were last in close contact with that person when they were infectious. The health protection team will provide definitive advice on who must be sent home.	A contact is a person who has been close to someone who has tested positive for COVID-19 with a PCR test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days	Headteacher	From 1 Sept 20 onwards	

	They can also get a test.	after, as this is when they can pass the infection on to others.
		
		A contact can be:
		
		• anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19
		• anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:
		  • face-to-face contact including being coughed on or having a face-to-face conversation within one metre
		  • skin-to-skin physical contact for any length of time
		  • been within one metre for one minute or longer without face-to-face contact
		  • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
		  • travelled in the same vehicle or a plane
		
		Household members of those contacts who are sent home do not need to self isolate unless the child or staff member who is self isolating subsequently develops symptoms
		
		If someone in a class or group that has been asked to self isolate develops symptoms themselves within their 10 day isolation period they should follow guidance for households with possible or confirmed coronavirus infection. They should get a test, and :			

		• If the test is negative, they must remain is isolation for the remainder of the 10 day isolation period. • If the test is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms. Their household should self isolate for at least 10 days from when the symptomatic person first had symptoms.			
	Schools must not share the names or details of people with coronavirus unless essential to protect others		Headteacher	From 1 Sept 20 onwards	
	If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will advise if additional action is required.				

CLEANING AND HYGIENE Follow the COVID 19: cleaning of non healthcare settings guidance					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**

Potential Exposure to Covid – 19 (Corona Virus):
 	
Normal cleaning routine.
	Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.
	
	Follow UK Government guidelines in reducing the likelihood of exposure.
	https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response
	
	• Personal protective equipment (PPE)
	  • Disposable gloves
	  • Apron
	• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
	• Clean and disinfect frequently touched objects and surfaces.
	• Do not touch your eyes, nose or mouth if your hands are not clean.
		Additional cleaning products (Zoono) introduced to bolster the impact of routing cleaning. MSDs issued to PS
		
		Internal deep cleans
		
		Accurate recording of routine cleaning undertaken in all areas - ALL
		
		Fogging machine to be used at each school at termly intervals and following any confirmed cases
		
		Increase availability of PPE
		
		Increase order quantities of skin friendly hand soap
		
		Cleaning routine to be extended to door handles and access keypads
		
		Wash hands after cleaning task
			EHSO
			
			EHSO
			
			Cleaners/All
			
			PS
			
			PS
			
			PS
			
			Cleaners
				Ongoing	

Potential Exposure to Covid – 19 (Corona virus): Cleaning after symptomatic individual has passed through and spent minimal time.	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,	Fog area if suspected symptomatic person has come in contact When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.ee donning a mask. Increase order quantities. EHSO to work with PS to source items difficult to find and make orders on behalf of the trust as required.	PS EHSO/PS	Ongoing Ongoing Ongoing	

	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. If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.	Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals		Ongoing Ongoing	

Waste
Normal removal of waste (including disposable cloths and tissues):
	Waste should be put in a plastic rubbish bag and tied when full.
	• Personal protective equipment (PPE)
	  • Disposable gloves
	  • Apron
		Increase availability of PPE	PS
			
			PS
				Ongoing
				
				Ongoing	

	• Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces. • do not touch your eyes, nose or mouth if your hands are not clean.	Increase order quantities of skin friendly hand soap			
Waste Waste from possible cases and cleaning of areas where possible cases have been.	Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. 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.	Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team. When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection		Ongoing Ongoing	

Review period:	After any UK Governmental Department announcement.