



Daven Primary School

Covid19 Risk Assessment



THIS IS A WORKING DOCUMENT

Aspect	Measures to Implement	Any additional considerations including DfE Guidance	Risk
Staffing including communication	<ul style="list-style-type: none"> ▪ Open door policy for staff to discuss mental health concerns ▪ Individual support packages and interventions for staff are available through SAS –all staff made aware May 2020. ▪ Any physical or mentally vulnerable staff to have RA produced and reviewed (verbally) monthly. ▪ Any pregnant staff to have a RA produced and reviewed (verbally) every 2 weeks. ▪ Communication to take place via Basecamp or email where ever possible rather than face to face. Staff to check these daily for important updates. ▪ All staff have access to Basecamp and school email address. ▪ Staff members given access to devices in school where no devices are available at home. ▪ Restrictions to messages coming through the office to limit the amount of paper messages ▪ All meetings between staff members to take place virtually. ▪ No informal meetings to happen when staff members pass in the school corridor. ▪ Staff mobile phones to be kept turned off or on silent and out of sight of children AT ALL TIMES and only used for communication with other staff in exceptional circumstances (E.g. teacher isolated from others, red triangle situation etc.) ▪ All staff to complete a 'Close Contact' information sheet each day to ensure that decisions about staff who are at risk of infection can be traced after any positive test result (These have been emailed out to all staff. Paper copies can be obtained from the school office) ▪ Staff to make a copy of these available to SW EVERY EVENING through using one drive , email or sending a photo via text. 	talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful	H
Pupils	<ul style="list-style-type: none"> ▪ Bubbles: Each class to form their own bubble. ▪ Each bubble to be kept apart from the other bubbles in the playgrounds. ▪ AD to make sure that playground markings are sufficient to provide an obvious play area and a buffer area in between each bubble. ▪ Staff on duty to remind all children to maintain 2m distance from each other where possible. Each bubble must be kept apart. 	See individual risk assessments for EHCP children	M

	<ul style="list-style-type: none"> ▪ Staff must also socially distance from children in other bubbles. ▪ Full school uniform to be worn but parents asked to ensure that the same set isn't worn all week ▪ Pupils to come to school wearing PE kit on PE days ▪ Monday: Year 1 and 2 ▪ Tuesday: Year 3, 4, 5 and 6 ▪ Wednesday: Reception 		
Behaviour Policy	<ul style="list-style-type: none"> ▪ Additional home school agreement issued to parents detailing the extra expectations due to Covid19. Parents who do not agree with any part of the home school agreement to contact school. It is assumed that parents who have not contacted school by 5th March are in agreement with the home school agreement. ▪ Parents asked to share the Covid home school agreement with the children before they start school. ▪ Children who do not follow new school rules to increase safety from Covid will be given two warnings. If they continue to not follow the strict rules on social distancing from adults or other bubbles and or hygiene routines, then the leadership team will ring parents and the parent will be expected to support staff in keeping children safe by agreeing to sanctions put in place and reinforcing these at home. ▪ School to send reminder to parents to update telephone numbers and email address each half term. ▪ Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet. ▪ Behaviour policy updated to include the addendum 	<p>Complete RA for individual vulnerable children including children with EHCP and Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p> <p>Home school agreement sent to all parents of children who are to return to school alongside the behaviour policy addendum.</p> <p>Additional risk assessments completed for certain children</p>	M
PPE	<ul style="list-style-type: none"> ▪ Bags of PPE equipment for use with children needing first aid will be created. Bags to contain Hand sanitiser, face mask, gloves, apron and eye protectors. ▪ PPE bags will be stored in each bubble space and in the main office. ▪ Face shields to be stored next to first aid PPE bags. ▪ Teachers to wear a facial covering when in close contact with pupils (e.g. first aid.) ▪ Staff will have access to disposable face coverings and a personal face shield. These were distributed to all staff in June. Staff responsible for informing SLT if they misplace their face shield. Spare ones are available. ▪ Staff should not wear gloves unless directed to do so in medical emergencies. ▪ Staff to have access to NHS advice about online safe removal and application of PPE masks and other equipment. ▪ https://www.youtube.com/watch?reload=9&v=-GncQ_ed-9w&safe=true ▪ Information given about how to store masks when not in use. ▪ Contenance issues and soiling should not be dealt with by staff. Parent should be rung immediately, and asked to come and support their child. 	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> ▪ children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way 	H

	<ul style="list-style-type: none"> ▪ Staff must wear face coverings in communal at all times including when moving around school with the children ▪ All staff must wear face covering when visiting the school office or walking through the school reception area (e.g. coming into school on a morning and leaving school at the end of the day) no matter how short the visit ▪ When cleaning staff enter the classrooms to clean, other staff to either vacate the room for the period needed to clean or to wear a face covering. ▪ Support staff working closely alongside children to wear a face covering when 2m distance is not possible. <p>Lateral Flow Device testing</p> <ul style="list-style-type: none"> ▪ All staff have been offered the chance to take part in bi-weekly LFD testing. ▪ Staff taking part in LFD testing to test themselves in line with the guidance given (DfE via the instruction booklet and staff guidance issued via email) ▪ Staff taking part in LFD testing to report results to DfE and on Arbor (where staff do not have access to an Arbor account, they should report the result to the office staff on duty on the day of their test and they will record it on Arbor) 	<ul style="list-style-type: none"> ▪ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A 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 gloves, an apron and a 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 	
Physical Building	<ul style="list-style-type: none"> • Desks facing forward or in one large horse shoes – 2 to a desk • Channels for the teacher created behind the desks for adults to move in if necessary. • An area at the front of each classroom marked out where children are not allowed to enter for teacher safety. • Teachers to teach from this area at all times where possible. • Teachers and TAs to ensure that they are using these marked zones in their classrooms whenever possible (ensuring that 2m distance is kept from staff while in these zones). • Staff to endeavour to remain in these areas whenever it is reasonably practicable. • Corridors to be marked with masking tape for pupils to follow social distancing. • Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation (exception, fire door into school building) • Fire risk assessment amended to add new routes for all bubbles. • Limited movement around school – only needed to visit toilet • Cloak rooms to be left empty and coats on the back of chairs in all year groups except reception where the cloakrooms need to be used. • Children discouraged from bringing anything from home that is unnecessary. Only a water bottle and coat will be required with a lunch box if necessary (disposable bags will be encouraged). No rucksacks allowed. • Where more than one bubble is accessing a route, clear routines put in place to avoid mixing of bubbles. • Windows and doors kept open in all occupied rooms including classrooms at all times for ventilation. • Windows to be wide open for a minimum of 10 minutes in every hour to renew air. 	M	

Staff Room

- Windows in staff room to be kept open at all times during the day. AD to open and close these at the start and end of each day.
- Teachers to only use staff room to access facilities. Only 2 members of staff accessing the facilities at the same time. These staff members must maintain 2m social distancing **at all times**.
- Staff only to make hot/ cold drinks and food for themselves.
- Additional facilities have been provided in the meeting room and in the rainbow room. Staff using these rooms are responsible for fully disinfecting all surfaces when they exit the room.
- All staff to ensure that if there is any cleaning equipment missing, they obtain a replacement immediately. AD to check this cleaning equipment and renewing when necessary.
- After heating their food/drink they should wash all surfaces and cutlery/crockery used with antibacterial wipes or spray and leave the sink empty.
- **NO DISHES/ PLATES/ SPOONS/ CUPS to be left in sink**
- Use antibacterial soap or hand gel to wash hands on entering and leaving the room.
- All staff responsible to use disinfectant and cloths provided to wash down all surfaces and contact areas they have used after use.

Isolation Room- calm down room

- Staff member to stay outside isolation room. Window to be opened and door to be left open.
- Cleaner on duty to be informed immediately if the isolation room has been used and it should be cleaned down immediately once vacated.

Outdoor Space

- Playtime timetable for use of playgrounds to avoid mixing (e.g. when Sportscape are present) CS to regularly monitor to ensure integrity of bubbles.
- Equipment not to be used by more than one bubble.
- Each bubble to access the outside area for break at allocated time.
- Classes out at the same time as another class to be reminded each day to stay apart from each other
- Each bubble to ensure they have vacated the area before the end of their allocated time.
- Where lessons and weather permit, learning is to take place outside, teachers should use outdoor education wherever possible.
- Where using outdoor learning. teachers to negotiate areas of playground and field and times to be used via Basecamp and email each morning to ensure all staff from different bubbles are aware of outside use
- Outdoor equipment for each bubble allocated. Equipment from another bubble **MUST NOT** be shared
- Teachers responsible for ensuring that any outside resources are kept separate from other bubbles resources
- Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.

Signage

- Signage for movement around external building for parents to be in place and reviewed by A Dale weekly

	<ul style="list-style-type: none"> • Use tape on floor to demarcate areas and walkways inside. • Hand sanitiser stations for each classroom, toilet and communal area with posters showing clearly how children should wash and sanitise hands. • Signage on path behind children's centre to include request for parents to wait until path is clear • No Loitering/ no smoking/ 2m distance signs to be put on fence by pedestrian entrance to school Physical barrier put on alleyway behind KS2 building to prevent parents from using this as a route from one playground to the other. 		
Class Size and Groups	<ul style="list-style-type: none"> ▪ All children back in own year group/ bubble ▪ Limited movement of small group of identified children into small groups across bubbles during the day for interventions (phonics etc.) Teachers will report a list of these children to SW each day. ▪ Within each bubble children will be given a staggered time slot to be dropped off at school and picked up. Parents must not loiter in the playground at these times of day. ▪ Social distancing applies with desks and movement around the building at all times. Children will be reminded of this and encouraged to maintain social distancing. ▪ Groups should remain apart from each other for the entire day. 	M	
Teaching, Learning and Curriculum	<ul style="list-style-type: none"> ▪ A recovery curriculum is in place which includes English (including reading and phonics), maths, and some PHSE being taught daily; science, PE and RE being prioritised to be taught at least weekly; and ALL other subjects to be taught AT LEAST bi weekly. ▪ Subject leaders to be aware of the areas/ topics being taught and those that have been omitted and to create an overview to enable complete coverage of skills for the final term. ▪ Power Maths to be used for mastery teaching of maths. ▪ Maths to be marked daily with the children in lesson. ▪ Maths marking to be done by children in red pen through teacher led work on SmartScreen. ▪ Read to Write units to be used for writing. ▪ English to be marked during the day Teachers should limit the amount that they touch the books and wash and sanitise their hands after they have finished marking. ▪ Staff to ensure that they do not share resources when marking children's work. Where this is not possible staff to use anti bacterial wipes to clean resources between use. ▪ Steps to Read to be implemented as a whole class guided reading approach ▪ Identified children in reception, year 1 and year 2 set up as an additional mini bubble to allow for RWI phonics to be delivered. Only TAs in KS1 classes to lead a phonics group. ▪ RWI phonics in year 3 for children still working on RWI levels to take place in the classroom. ▪ Reading books to be placed in decontamination box in classroom when child has finished but can be kept in school bag. 	<p>All teachers and other staff can operate across different year groups within their bubbles in order to facilitate the delivery of the school timetable. This should be kept to an absolute minimum.</p> <p>Where staff need to move between bubbles they should wear face a covering and keep their distance from pupils and other staff, a minimum of 2 metres from other adults.</p> <p>We recognise this is very difficult with younger children.</p> <p>Teachers in primary schools can work across bubbles if that is needed to enable a full educational offer.</p>	L

	<ul style="list-style-type: none"> ▪ Lexia to be used for whole of year 6 and targeted children in year 4 and 5 to ensure gaps are identified and interventions planned. ▪ PPA cover through sportscape, MGL and HLTA. Limited staff to cross bubbles. ▪ All teachers to use additional adults in their bubble to support facilitating PPA when appropriate. ▪ All school staff to ensure that they observe external teachers (Sportscape, MGL etc) when working with children and highlight IMMEDIATELY any breaches in the guidance contained in the risk assessment. ▪ All external visitors to sign in when entering the building and sign the disclosure form. Any visitors with the track and trace app also be requested to use the QR code. ▪ Office staff to remind all visitors about the need to adhere strictly to the school's risk assessment and have a printed copy ready for visitors to look through (changes from previous version highlighted in green) 		
Social Distancing	<ul style="list-style-type: none"> ▪ All physical contact should be avoided wherever possible. Children to be reminded of this at the start of each day by the staff member in the class. ▪ Staff and adults on site should stay 2m apart from one another AT ALL TIMES ▪ Strict adherence to this policy will be monitored and staff should expect to be informed and MUST politely inform others if they forget to adhere to this policy ▪ Parents will be reminded about the importance of maintaining government guidance when outside of school each week either in the newsletter, email or text (this applies to all family members including the child). ▪ All staff to complete a 'Close Contact' information sheet each day to ensure that decisions about staff who are at risk of infection can be traced after any positive test result (These have been emailed out to all staff. Paper copies can be obtained from the school office) ▪ When it is not possible to keep a distance of 2m from each other (e.g. when moving in some corridors or other communal areas) staff MUST wear a mask. ▪ Staff to follow the WHO guidelines for safe donning, doffing and storage of masks https://www.youtube.com/watch?v=9Tv2BVN_WTk&safe=true ▪ When meeting children on a morning and letting them go at the end of the day, staff MUST wear face masks ▪ ALL VISITORS TO SCHOOL MUST WEAR A MASK covering their nose and mouth AT ALL TIMES WHEN THEY ARE ON THE SCHOOL GROUNDS <p>All staff MUST challenge adults on site not wearing, or wearing a face mask incorrectly.</p>		M
Timetable for Day	<ul style="list-style-type: none"> ▪ Children to be given an arrival time between 8:40 am to 9:10 am and a pick up time between 3pm and 3:20pm ▪ Reception, year 1 and year 2 to eat their lunch in the hall between 11:30am and 12 noon. Year 5 and year 6 to eat their lunch in their classrooms between 12 noon and 12:30pm. ▪ Cleaning of hall tables and chairs to happen 30 minutes after the children have left the hall at 12 noon. Year 3 and Year 4 not to enter to eat until this cleaning has taken place. 	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 	M

	<ul style="list-style-type: none"> ▪ Reception, year 1 and year 2 <ul style="list-style-type: none"> - 8:40-9:00 Parents handover and initial hygiene routine and registration - 9:10-10:00 Lesson1 - 10:00.-10:20 break (Reception to have their break just prior to this led by HD) - 10:20 -10:30 hygiene routine - 10:30 – 11:30 Lesson 2 - 11:30 – 12:00 lunch (in hall) - 12:00 – 12:30 outside play (HD to supervise reception chn in EYFS play area) - 12:30 – 12:40 hygiene routine and registration - 12:40 – 2:55 Lesson 3 - 2:55 – 3:00 hygiene and bag collection - 3:00-3.30 Release of pupils. ▪ Year 3 and year 4 <ul style="list-style-type: none"> - 8:40-9:00 Parents handover and initial hygiene routine and registration - 9:10-10:15 Lesson1 - 10:15.-10:35 break - 10:35 -10:45 hygiene routine - 10:45 – 12:30 Lesson 2 - 12:00 – 12:20 outside play - 12:20 – 12:30 hygiene routine - 12:30 – 1:00 lunch (in classroom) - 1:00 – 1:10 hygiene routine and registration - 1:10 – 2:55 Lesson 3 - 2:55 – 3:00 hygiene and bag collection - 3:00-3.30 Release of pupils. ▪ Year 5 and year 6 <ul style="list-style-type: none"> - 8:40-9:00 Parents handover and initial hygiene routine and registration - 9:10-10:00 Lesson1 - 10:00.-10:20 break - 10:20 -10:30 hygiene routine - 10:30 – 12:00 Lesson 2 - 12:00 – 12:30 lunch (in class) - 12:30 – 1:00 outside play - 1:00– 1:10 hygiene routine and registration - 1:10 – 2:55 Lesson 3 - 2:55 – 3:00 hygiene and bag collection 	<ul style="list-style-type: none"> • staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms 	
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	<p>- 3:00-3.30 Release of pupils.</p> <ul style="list-style-type: none"> The children in each class will be allocated a drop off and pick up time. Wherever possible siblings will be given the same pick up and drop off time. <p>3 drop off times-</p> <p>A-C 8:40 D-Q 8:50 R-Z 9:00</p> <p>3 pickup times:</p> <p>A-C 3:00 D-Q 3:10 R-Z 3:20</p> <ul style="list-style-type: none"> 30 mins at the start and end of day to handover children. Hygiene rules at the start and end of day. Where break times take place in same location these are staggered (See timetable) Where outside play at lunch times takes place in same location these are staggered (See timetable) Reception, Year 1, Year 2 will eat lunch in the hall Year 3, Year 4, Year 5 and Year 6 will eat lunch in classrooms. Children timetabled 30 minutes to eat their lunch 		
<p>Lunchtimes</p>	<ul style="list-style-type: none"> Lunch to be eaten at the same desk in the classroom area for children eating in the classrooms. Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own bubble. Mid days to be allocated to a maximum of 2 bubbles and to stay with them for their entire lunchtime. All bubbles MUST be kept apart during break and lunchtimes. School dining tables to be placed at least 2.5 m apart in the hall to ensure that R, Y1 and Y2 are kept apart in the hall. (CS to monitor this) All dinnertime staff to ensure that there is NO MIXING of any children from different bubbles. Mid days to monitor the children collecting their lunch to ensure that they maintain a 2m distance from one another while they are queuing. Mid days must also maintain 2m distance from children wherever possible. A contact sheet for breaches to this rule must be filled in daily and given to SW by either saving a copy on one drive or emailing a copy to SW 	<ul style="list-style-type: none"> staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms 	<p>M</p>

	<ul style="list-style-type: none"> Children not to be sent inside for first aid incidents, instead middays to call for a first aider to come to a designated point on the playground where ever possible. Mid days to wear a face covering (either a shield or mask) while they are working both inside and outside the building with children. 		
Staffing Rotas	<ul style="list-style-type: none"> Staff assigned to different cohorts of pupils to remain the same for the duration of the term or teaching timetable wherever possible. Staff required to move between bubbles (E.g. PPA) to maintain social distancing between themselves and children and between themselves and staff when in the bubbles/ classrooms. Staff with no assigned cohort/bubble (e.g. office staff) to limit contact with children and staff and to ensure social distancing is applied whenever possible. When not possible (taking temperatures, first aid) PPE MUST be worn. Entire staff to be assigned for majority of time as below. At least one for each year group now entering school <p>Reception: Karen Calvert/ Helen Decker Year 1: Grace Henshall/ June Harding / Karen Duffin/ Jo Aartse-Tyun Year 2: Brogan Sambrook/ Abby Sadat-Shafai/ Caroline Short Year 3: Claire Northwood/ Nicky Thomason Year 4: Stuart Seddon / Helen Anderson Year 5 Charlotte Parkinson / Carolyn Hamand / Ira Cowling Year 6: Amy Spencer/ Sandra Howell</p> <p>Daily Cleaning: A Dale 7:30 - 11:00 2:00 – 6:00 J Bolton / H. Dale / J. Shipman 3:00pm – 5:45pm Mon, Tues H. Dale 9am – 2:30pm Wed, Thurs, Fri A.M. Sumner 9am-2:30pm</p>	<p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days 	M
Movement-Children	<ul style="list-style-type: none"> Channels and internal corridors around school using masking tape to show pupils movement. Access between bubble classrooms restricted to children with internal doors not being used kept closed and signage in place Classroom spaces to have teacher only zones marked into carpet with tape. Classrooms to have channels for teachers to move around Reception, year 1 and year 2 to enter and exit school through the reception entrance. Year 2 to wait in corridor outside rainbow room to be collected to prevent mixing with year 3 Year 3 to enter and exit school through door by A Dale office. To wait by Year 2 cloakroom to be collected to prevent mixing with R, Y1, Y2 Year 5 and year 6 to enter school through KS2 entrance. Year 4 to enter and exit school by green fire exit door by KS2 toilets. Year 5 and 6 to enter and exit school by white KS2 entrance door. 		L

Movement- Staff	<ul style="list-style-type: none"> ▪ Face coverings MUST be used at all times in communal areas and when moving about the school building ▪ All adults in school MUST maintain a distance of 2m from each other AT ALL TIMES ▪ Teachers to teach from their designated teaching area whenever possible. ▪ Staff moving around school, must ensure there are no informal ad hoc meetings occurring that could take place via an alternative method of communication. 	<ul style="list-style-type: none"> ▪ stagger the use of staff rooms and offices to limit occupancy 	L
Movement- Parents	<ul style="list-style-type: none"> ▪ Parents should not enter the school building unless by prior arrangement with a member of the SLT. ▪ Staff must indicate to parents that they should telephone or email the school office for communication. ▪ Markings on the floor to indicate social distancing for drop offs and pickups. ▪ Only one parent should come onto the school grounds to drop off and collect children. ▪ Reception, year 1 and year 2 to enter and exit school through the reception entrance. ▪ Year 3 to enter and exit school through door by A Dale office. ▪ Year 5 and year 6 to enter school through KS2 entrance. ▪ Year 4 to enter and exit school by green fire exit door by KS2 toilets. ▪ Year 5 and 6 to enter and exit school by white KS2 entrance door. ▪ The number of adults on the school site will be monitored and timings are liable to change if parents are not sticking to their allocation drop off and pick up times. ▪ All parents must wear face masks while on the school grounds unless they are in possession of a medical exemption certificate. Staff are expected to politely challenge any parent who is not wearing a face mask on school grounds. 	L	
Hygiene	<p>Hand Hygiene</p> <ul style="list-style-type: none"> ▪ Wash hands and wrists when they are visibly soiled. ▪ Employees, children and accompanying adults, must wash hands and wrists with water and liquid soap on arrival at the setting. ▪ Employees must wash their hands and wrists at appropriate intervals during the day or when necessary. ▪ Employees wash hands and wrists with water and liquid soap or use hand spray if they move from one room to another or are forced to be in contact or close physical contact with children from another room than their own. ▪ All staff responsible for ensuring that their work area has sufficient soap and antibacterial gel. ▪ If staff notice any room without sufficient soap or antibacterial gel, this should be brought to the attention of AD or a member of the SLT immediately. ▪ Children and staff must wash their hands and wrists in the classroom before going to the toilet, both in the toilet and in the classroom after going to the toilet, before eating, after blowing their nose, after coughing or sneezing in their hands or a disposable handkerchief, and when they come in from outside. Employees should give instructions and encouragement to the children wash their hands and wrists properly. ▪ Bins with lids used for tissues and the catch it, kill it, bin it method encouraged regularly in every classroom. 	<ul style="list-style-type: none"> ▪ follow the COVID-19: cleaning of non-healthcare settings guidance ▪ ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments ▪ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal ▪ ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds 	H

	<ul style="list-style-type: none"> ▪ Handwashing facilities and hand sanitiser stations will be designated to each individual class group and in communal areas. ▪ Classroom areas will have their own spray and cloths to sanitise areas and clean equipment. ▪ Pupils should be encouraged not to touch their eyes, nose and mouths. ▪ Tissues boxes should readily available to all pupils on their desks. ▪ Cubicles in the toilets will be labelled to restrict the number of bubbles using each cubicle ▪ Teachers will keep a log of each child who uses the toilet and the time it is used during the day. ▪ All children must be instructed to wash their hands in the classroom prior to going to the toilet and when they return. ▪ Additional cleaning staff will wipe frequent touch points regularly. AD will supervise this. 	<p>and dry thoroughly. Review the <u>guidance on hand cleaning</u></p> <ul style="list-style-type: none"> ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> ▪ ensure that help is available for children and young people who have trouble cleaning their hands independently ▪ consider how to encourage young children to learn and practise these habits through games, songs and repetition ▪ ensure that bins for tissues are emptied throughout the day ▪ where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units ▪ prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ▪ get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of 	
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Toilet facilities	<ul style="list-style-type: none"> Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands. Only one child from each class to be allowed to use the toilet at a time. Different classroom bubble pupils MUST NOT mix in the toilets. Bubbles that share a toilet with other bubbles will have designated time to use the toilet to limit the number of children mixing Toilets are cleaned on a rota each half hour Cubicles will be labelled so that different bubbles will use a different cubicle. When children come back from using the toilet they will wash their hands a second time in the classroom washing station Caretaker and cleaner to check soap supply is adequate throughout the day Children to wash their hands in the classroom before going to the toilet and again on return to the classroom. 	<ul style="list-style-type: none"> ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time 	H
First Aid	<ul style="list-style-type: none"> PPE should be worn (gloves and masks) when dealing with a first aid incident. Individual teachers / middays (with first aid online training) should administer basic first aid in the first instance. Serious injuries should be seen by a fully trained first aider. Vomit/ diarrhoea is required to be cleaned up as soon after incident as possible (PPE to be worn). Middays to call the office for a first aider to attend an outside incident after moving child to a designated space on the field/ playground, not send the child in unless absolutely necessary. All first aid to be recorded using school recording system and highlighted to head teacher Permanent onsite paediatric first aider and cover available 		H
Cleaning	<p>Cleaning</p> <ul style="list-style-type: none"> Toilets will be deep cleaned at the start and at the end of each day. Toilet cleaning rota will be followed to ensure that toilets are cleaned between each bubble. Children not to use the toilets after 3pm to allow for deep cleaning. Tables and contact points must be cleaned regularly (a minimum of once at lunch time and after the school day). Teachers will have cleaning equipment to clean tables more regularly if required. Teachers to make sure they wipe down the table tops and other surfaces in the classroom at the end of the day. 	<ul style="list-style-type: none"> discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this follow the COVID-19: cleaning of non-healthcare settings guidance ensure that sufficient handwashing facilities are available. Where a sink is not 	H

	<ul style="list-style-type: none"> ▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. ▪ No toys or other personal items including mobile phones can be brought from home. ▪ Resources that cannot be cleaned according to the instructions must be packed away until after the COVID-19 epidemic is over. ▪ Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets. Teachers to bring to charger station in staffroom when required. ▪ Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. Additionally, staff will be required to clean surfaces and touch points when used. ▪ Bins must be emptied before they are full and at least once daily. Staff in each classroom responsible for this. ▪ When in school alongside other staff cleaner to maintain more than 2m distance. ▪ Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day. ▪ Individual cleaning cloths and a bucket allocated for each classroom. Cloth to be left soaking in sterilising liquid overnight. A Dale to empty each morning and leave cloth and spray in the bucket for use throughout the day. <p>Classrooms</p> <ul style="list-style-type: none"> ▪ Reception: Malleable resources, such as play dough, should not be used. ▪ Reception: Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines. ▪ KS1 & 2: Desks should be wiped regularly. 	<p>nearby, provide hand sanitiser in classrooms and other learning environments</p> <ul style="list-style-type: none"> ▪ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 	
Communication to children	<ul style="list-style-type: none"> ▪ Handwashing and hygiene – central to curriculum ▪ Rules discussed and reiterated 		L
Communication to and from Parents	<ul style="list-style-type: none"> ▪ Essential correspondence sent out via email or text message using Arbor. ▪ Any forms or messages from parents should be emailed to the school office wherever possible ▪ Communicate methods of entry and exit to the school grounds. ▪ Paper letters sent home to be kept to a minimum 		M
Procedures for medical care, isolation and confirmed cases	<ul style="list-style-type: none"> ▪ Use the calm down room for the isolation of pupils if symptoms are apparent with doors and windows open. ▪ Member of staff to remain with child with symptoms observing strict social distancing and wearing PPE. ▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for required days. ▪ Children who develop symptoms will be encouraged to get a test and will not be allowed back into school until a negative result has been obtained. 		H

	<ul style="list-style-type: none"> ▪ All staff who display symptoms should access a test provided by the appropriate health care professional. ▪ If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household. ▪ Any member of staff or child who tests positive is expected to participate fully in the governments 'track and trace' programme. ▪ Any child or staff member who is contacted as part of the governments 'track and trace' programme is expected to self-isolate as they have been advised. ▪ PHE to be notified of positive test result and advise on procedure moving forward – see numbers 7,8,9 in guidance below <p>Contact number DFE 0800 0468687 North West PHE 03442250562</p>	
Visitors	<ul style="list-style-type: none"> ▪ Any visitors who are not critical to teaching individual class groups should not enter the school building. ▪ Parents should not enter the school building under any circumstances. Any communication should be done via email, telephone or conference call. ▪ Visitors who must enter the school building should keep a mask on at all times. ▪ Regular visitors will be asked to participate in the LFD testing ▪ Visitors who enter the building must give their details to the office staff so that they can be easily contacted if necessary. ▪ Visitors who enter the building should scan in using the QR code. 	L
BASC	<ul style="list-style-type: none"> ▪ No after school club until further notice ▪ Breakfast club running for parents but by prior booking only. No child will be allowed to turn up without having first been booked in. ▪ Two members of staff to supervise breakfast club, ensuring children from different bubbles are kept apart whenever possible: <ul style="list-style-type: none"> – Year 5 and 6 in the Phizz Lab side – Year 3 and 4 on the tables on the hard floor – Rec Year 1 and 2 round the corner on the carpet area, using the fire exit door to come into the building. ▪ No activities allowed that cannot take part sitting stationary at a table. ▪ Children will not be able to move around the room freely. 	M

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

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- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

7. 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. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-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 their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). 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 for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person 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 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

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if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on testing and tracing for coronavirus (COVID-19).

9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.