

## Heritage School COVID-19 Risk Assessment for Full Reopening from 3rd Sept 2020

Version: 31.08.2020 (approved by Trustees Aug 2020)

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This risk assessment applies to members of staff, pupils, parents/carers, volunteers and visitors to Heritage School. The risk assessment has been prepared with reference to UK Government Guidance, including, but not limited to: Guidance for full opening: schools (28th August Update); COVID-19: cleaning of non-healthcare settings outside the home (28th August Update); COVID-19: guidance for households with possible coronavirus infection (4th August Update)

### General Management Risks

	Hazard	Control measures	Comments / Re-assessment
1	Poor awareness of policies and procedures	<ul style="list-style-type: none"> <li>The School closely monitors the latest government guidance in relation to coronavirus in order to stay up to date with any measures necessary and to act accordingly. The School's risk assessments and health and safety advice for pupils and staff are updated in light of the latest government advice.</li> <li>Risk assessments and health and safety advice will be updated to follow the guidance and relevant changes communicated to staff, pupils and parents (through a variety of means – staff training, email, school website, teaching of pupils).</li> <li>The School's Behaviour Policy has been updated to outline the need to comply with all Covid-19 appropriate behaviour.</li> <li>Close monitoring by senior managers of adherence to protocols with intervention where protocols are not being followed</li> </ul>	
2	Insurers not consulted with respect to the school's reopening and our risk management strategies	Bursar in regular contact with Insurers via insurance broker to ensure that all concerns from the insurers are addressed and that we do nothing which compromises our cover	

3	Fire exit routes not adequately considered to prevent contact in corridors with other learning groups	<ul style="list-style-type: none"> <li>• Review of fire routes and protocols with staff</li> <li>• Fire Prevention Policy updated to reflect evacuation adjustments, particularly: the importance of keeping learning groups distinct when exiting the building, closing doors and windows propped open for ventilation, plan for managing registers, pupils spaced out properly when lining up</li> <li>• In addition to regular fire drills, there will be a fire drill in first week back, and subsequently in the event of any significant change to attendance, so all pupils are familiar with how to evacuate the building while seeking to maintain social distancing</li> </ul>	
4	Due to movement restrictions around the site, failure to get attendance information to the office so timely action can be taken regarding an absent pupil	Registration information sent to the office by email, not in person (as normally), within 10 mins of the start of the day for that class	
5	If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease.	<ul style="list-style-type: none"> <li>• The main school building (Brookside) has been used throughout the outbreak to provide schooling for keyworker children, however Panton Hall has not been in regular use.</li> <li>• All the usual pre-term building checks will be undertaken to make the school safe, paying particular regard to Government Guidance on <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> </ul>	

#### Risk of Transmission of COVID-19 by an Infected Person

	Hazard	Control measures	Comments / Re-assessment
1	A child or staff member with symptoms, or incubating coronavirus, (or in a family group with someone displaying symptoms) comes to school	<ul style="list-style-type: none"> <li>• Parents/staff regularly informed/reminded that pupils, staff and other adults <b>must not come into the school if they have:</b> <ul style="list-style-type: none"> <li>- Coronavirus (COVID-19) symptoms, however mild, (new and persistent cough, or a high temperature or has a loss of, or change in their normal sense of taste or smell. In this case they should self-isolate for at least 10 days and arrange a test. Other members of their household (including any</li> </ul> </li> </ul>	

		<p>siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> <li>- tested positive in at least the last 10 days. 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.</li> <li>- has been contacted by NHS Test and Trace and been told they should self-isolate</li> <li>- quarantining after returning from travelling abroad.</li> </ul> <ul style="list-style-type: none"> <li>● They must follow the Government Guidance found here: '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'.</li> <li>● Parents/Staff informed that If a child/staff member or anyone in their household has symptoms of coronavirus that person <b>must be tested</b> and must engage with NHS Test and Trace. They must then let the school know the results of that test whether positive or negative. The school will then provide instruction to the family/staff member about when the individual can return to school.</li> <li>● All parents discouraged from entering the school building wherever possible</li> </ul>	
2	Close contact with others (parents, children from other families) at the beginning or end of the school day, leading to transmission	<ul style="list-style-type: none"> <li>● Families will be encouraged to walk or cycle to school and to avoid using public transport wherever possible.</li> <li>● Extended arrival window and staggered departure times to mitigate against excessive meeting of pupils and family groups at pressure points such as bike sheds</li> <li>● 2m distance to be kept between any family groups waiting to drop off/pick up children.</li> <li>● Only one parent to bring a pupil to school</li> <li>● Parents asked to disperse quickly having dropped off/picked up children.</li> <li>● Designated drop-off and pick-up points for different groups of children (infants/juniors/seniors) to limit accidental close contact between these groups.</li> </ul>	
3	Mask/Face covering is not stored appropriately, leading to transmission	<ul style="list-style-type: none"> <li>● Parents informed of the government advice that children should not be using masks in the primary school as it may inadvertently increase the risk of transmission.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Children in the secondary school, and secondary school teaching staff must now wear face coverings when moving within the school building. Children are not encouraged to wear masks in the classroom.</li> <li>• Some children and staff may use masks on the journey to and from school, for instance to meet government regulations regarding face coverings on public transport.</li> <li>• Parents have been informed of how face covering are to be worn, stored and disposed of.</li> </ul>	
4	Respiratory secretion by an infected person in a confined space leads to direct transmission	<p>Rigorous training of staff and pupils in keeping with our hygiene protocols, to cover in particular:</p> <ul style="list-style-type: none"> <li>• Expectations for quality and frequency of hand washing / hand sanitising strictly enforced</li> <li>• Good respiratory hygiene: 'catch it, bin it, kill it' or 'into elbow' + wash or sanitise hands</li> <li>• Do not touch face: eyes, nose, mouth</li> <li>• PPE (fluid-resistant face mask, disposable gloves, disposable masks and goggles/visor) will be worn by staff in line with Government Guidance, namely:  where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained,  where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>Access to as much fresh air as possible:</p> <ul style="list-style-type: none"> <li>• Good ventilation - Classroom and office windows should be open wherever possible (weather permitting) to improve the flow of fresh air. Staff are requested to close windows at the end of the day, and whenever the fire alarm goes off. Parents reminded to ensure pupils have sufficient layers to stay warm enough (given open windows) to work effectively</li> </ul>	

		<ul style="list-style-type: none"> <li>● Classroom doors (but not fire doors) to be wedged open whilst the room is in use to reduce hand contact on the door handle and to improve ventilation. The wedges must be removed and the door closed when the room is empty.</li> <li>● Spending extra time outdoors if possible</li> <li>● Instrument lessons will only take place 1-to-1, in a well ventilated room, and the teacher maintains 2m+ distance. Any closer contact (e.g. less than 2m) should be for the briefest possible time and not face to face.</li> <li>● Practical music lessons may involve the use of ukuleles and electric keyboards. Instruments will be cleaned between use by different pupils.</li> <li>● Singing in music lessons to be done in the Hall (or if the weather permits outside), in groups of not more than 15 (pupils rotated out), with pupils standing side by side in well spaced rows, and with good ventilation.</li> <li>● PE lessons to take place outdoors wherever possible. No contact sports will be played.</li> </ul>	
5	<p>Poor hygiene and/or poor cleaning leads to indirect transmission (ie. after touching a contaminated surface)</p>	<ul style="list-style-type: none"> <li>● Expectations for quality and frequency of hand washing / hand sanitising strictly enforced.</li> <li>● Additional sinks installed to allow for increased usage. Additional supplies of pump soap, paper towels, and lidded bins acquired. Hand sanitiser dispensers available throughout the school and regularly checked and re-filled.</li> <li>● Pupils / staff told not to touch face: eyes, nose, mouth</li> <li>● Pupils / staff will be strongly encouraged not to touch others</li> <li>● Good respiratory hygiene: ‘catch it, bin it, kill it’ or ‘into elbow’ + wash or sanitise hands will reduce the risk of the virus landing on surfaces others might touch</li> <li>● Covid-19 and daily Cleaning Protocols have been agreed with our professional cleaners with particular attention paid to frequently touched surfaces. Deeper cleaning regimes in line with government guidance following any suspected cases of Covid within the school. Careful management of stock levels to ensure adequate quantities of essential supplies.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Additional cleaner employed directly by school to carry out regular cleaning of shared areas and implements during the day, particularly at mid morning and early afternoon.</li> <li>● A couple of times a day (or at least whenever there is a changeover between bubbles), staff will wipe down frequently touched surfaces; and ensure adequate supplies of hand sanitiser, paper towels and that the lidded bin is not full.</li> <li>● Soft furnishings, soft toys and complex toys that are too difficult to clean have been removed from classrooms</li> <li>● All pupils to bring their own pencil cases, and instructed not to share items with others</li> <li>● Pupils told to bring their own water bottle and utensils needed for drinking and eating</li> <li>● Classroom based resources, such as books and games, can be used and shared within a bubble, though these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>● Items used by more than one bubble (eg. library books and science, art, sports, or playground equipment) to be cleaned or quarantined (for 48 hours, or 72 for plastics) between use</li> </ul>	
6	<p>Children/staff have close contact (eg. being within 1-2m for more than 15 minutes) with too many others at school leading to rapid transmission in the community</p>	<p>Forming consistent groups (ie. “bubbles” and “super bubbles”) is essential to reduce the risk of contracting and spreading the virus, and it limits the number of people who might need to self-isolate should someone contract the virus.</p> <ul style="list-style-type: none"> <li>● Each class group is a “bubble”. The maximum size of a class is 18.</li> <li>● Each bubble will maintain at least 2m distance from pupils in other bubbles.</li> <li>● Occasionally pupils from more than one bubble will be in the same room (eg. during a club). Pupils from different year groups / bubbles must remain 2m apart. (see below for control measures to minimise contact between pupils from different bubbles when in corridors or accessing toilets).</li> <li>● Two or three bubbles will form “super bubbles” at specific times and in controlled circumstances. In particular, this will apply during breaktimes / use of the playground. In addition, super bubbles will occasionally be deployed in our games programme. Risk associated with super bubbles are mitigated by the following factors: the relatively small size of our class groups to start with, super bubbles will</li> </ul>	

		<p>usually only occur outdoors, the fleeting nature of close (less than 2m) contact in the playground or in games lessons, careful staff management to avoid, for example, contact sports or close face to face play between pupils. The super bubbles will be:</p> <ul style="list-style-type: none"> <li>- Lower Prep, Upper Prep and Yr 2</li> <li>- Yrs 3, 4</li> <li>- Yrs 5, 6</li> <li>- Yrs 7, 8</li> <li>- Yrs 9,10,11</li> </ul> <ul style="list-style-type: none"> <li>● Infants and Juniors teachers and TAs will, wherever possible, limit their contact to one bubble indoors, but may supervise a super bubble outside, maintaining 2m distance from pupils from other bubbles and from other adults.</li> <li>● Specialist teachers (eg. art, languages, music, PE), some TAs, and teachers in the secondary school will teach across more than one bubble, but will keep 2m distance, or the maximum possible at the front of a classroom, from pupils and always 2m distance from other adults. Where teachers need to be closer to pupils (eg. for helping with work) they will keep as far away as they can, they will limit the time they do so, will avoid speaking face to face, and will avoid physical contact.</li> <li>● Large gatherings indoors, such as whole school assemblies, shall not take place; super bubble assemblies are possible if class groups (bubbles) maintain 2m distance from each other in this context.</li> </ul>	
8	<p>Contact between people <b>within</b> a bubble leads to rapid transmission within that bubble</p>	<p>Government guidelines recognise that younger aged children/children with SEND have limited ability to socially distance and that space constraints in some schools will not permit social distancing in bubbles of older children.</p> <ul style="list-style-type: none"> <li>● Senior pupils will be encouraged to socially distance within their ability to do so.</li> <li>● Classroom layouts will be adjusted to seat pupils side by side and facing forward wherever possible, recognising that this is less possible in certain classrooms/contexts..</li> <li>● Unnecessary furniture will be moved out of classrooms to free up more space.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Adults shall maintain 2m distance from each other and from children wherever possible</li> <li>● All adults will avoid close face to face contact and will minimise time spent within 1m of anyone.</li> <li>● Wherever possible, children requiring help will be supported from the front of the classroom, rather than the teacher going to the pupil.</li> <li>● Senior year groups will, as much as possible and depending on subject and timetabling constraints, be based in a single classroom, with specialist teachers moving to the pupils.</li> </ul> <p>For Secondary School only:</p> <ul style="list-style-type: none"> <li>● The wearing of face coverings will be compulsory for all Yr 7-11 students and senior school staff, as they move through the school building, except for those who are <a href="#">exempt from wearing face coverings</a>. Face coverings will not be compulsory outdoors or for pupils in the classroom.</li> <li>● Teachers will strongly encourage all pupils to maintain at least 1m distance from each other within bubbles wherever possible, however given the constraints of our building, children will end up being quite close to the person sitting next to them.</li> <li>● To limit the number of people with whom there is such close contact, the pupils will be told to sit next to the same person in as many lessons as possible for a half-term at a time. Each pupil will also have a specified “social desk buddy” for eating lunch with/non-educational activities.</li> </ul>	
9	Close contact between pupils from different bubbles in the corridors and toilets	<ul style="list-style-type: none"> <li>● Pupil movements around the building will be controlled with the aim of avoiding contact between bubbles. If contact is unavoidable, preference will be given to contact within super bubbles.</li> <li>● Increased use of double lessons will be used to lessen movement around the school. Teachers coming to classrooms in Seniors for more lessons rather than pupils moving around the building.</li> <li>● Timetable for secondary school pupils will aim to limit opportunity for interaction in the corridors, particularly by keeping pupils based in the same classroom as much as possible.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Pathways to/from the playground determined in advance to limit meeting of different bubbles</li> <li>• Set times for “priority access” to loos by different class bubbles agreed by staff</li> <li>• Pupils trained to wait and watch at a safe distance from one another if the loo is not immediately available; numbers of pupils in each loo area tightly regulated.</li> <li>• Infant pupils accessing toilets outside of the “priority times” to be directly monitored by staff</li> </ul>	
10	Close contact between staff and children leads to transmission	<ul style="list-style-type: none"> <li>• Staff know they must maintain 2m distance from pupils at all times, with very few exceptions.</li> <li>• It is accepted that teachers of Infants, and TAs supporting Infants will need to be closer than 2m most of the time.</li> <li>• Where Junior and Senior teachers need to be closer to pupils (eg. for helping with work) they will keep as far away as they can, they will limit the time they do so, will avoid speaking face to face, and will avoid physical contact.</li> <li>• Wherever possible, children requiring help will be supported from the front rather than the teacher going to the pupil.</li> <li>• Perspex screens installed in some classrooms to protect teachers</li> <li>• Visors provided for Senior staff and other staff who teach across the school</li> <li>• Staff reminded of their need to rigorously follow hygiene protocols</li> </ul>	
11	Close contact between staff members leads to transmission	<ul style="list-style-type: none"> <li>• Staff reminded that they must keep 2m distance from all other adults at all times, as the risk to staff from the virus is thought to be much greater than to pupils.</li> <li>• Staff must follow clearly stated guidelines for use of shared spaces – staff bathrooms, kitchen, use of photocopier and staff room (covered at INSET training, posters etc. to remind)</li> <li>• Staff must limit the amount of time they are in the school building wherever possible – eg. leave promptly after teaching, do preparation at home</li> <li>• Staff are encouraged to work flexibly from home where their job role makes it possible for them to do so</li> </ul>	

		<ul style="list-style-type: none"> <li>• Staff who use “hot desks” must clean the space before and after use, using disinfectant spray and a paper towel.</li> </ul>	
12	Peripatetic teachers/temporary staff/specialist workers or others can move between schools so increasing the risk of inter-school transmission	<ul style="list-style-type: none"> <li>• Reminded in advance of the hygiene protocols</li> <li>• Reminded to wash hands or use hand sanitiser immediately upon arriving on site</li> <li>• Careful records kept of who has been on site and when</li> <li>• Told in advance of the need to take particular care of the social distancing expectations - 2m distance from all other adults, and if possible, 2m distance from pupils.</li> <li>• Any closer contact (eg. 1m or less) should be for the briefest possible time, and not face to face.</li> <li>• Instructed to use well ventilated rooms for teaching</li> <li>• Can only access the staff room to use the printer/photocopier. Must then clean the printer/photocopier after use. Cannot otherwise use the staffroom.</li> <li>• Are not allowed to access the staff quiet rooms or staff kitchen.</li> <li>• If they need to use the staff toilet, they must clean it after use, using disinfectant spray and wiping down with a paper towel</li> </ul>	
13	Volunteers working with children could increase the chance of transmission	<ul style="list-style-type: none"> <li>• We will reduce use of volunteers to the bare minimum</li> <li>• Volunteers will only work with one bubble</li> <li>• Reminded in advance of the hygiene protocols</li> <li>• Reminded to wash hands or use hand sanitiser immediately upon arriving on site</li> <li>• Careful records kept of who has been on site and when</li> <li>• Told in advance of the need to take particular care of the social distancing expectations - 2m distance from all other adults, and if possible, 2m distance from pupils. Any closer contact (eg. 1m or less) should be for the briefest possible time, and not face to face.</li> <li>• Are not allowed to access the staff room, staff quiet rooms or staff kitchen.</li> </ul>	

		<ul style="list-style-type: none"> <li>• If they need to use the staff toilet, they must clean it after use, using disinfectant spray and wiping down with a paper towel</li> </ul>	
14	Visitor/ delivery driver/contractor breaks SD guidelines and puts staff and pupils at risk of transmission	<ul style="list-style-type: none"> <li>• All visitors are supervised on school premises by a staff member, therefore ensuring that visitors have no contact (i.e. less than 2m proximity) with children or other staff.</li> <li>• Guidance on social distancing and hygiene is explained to visitors on or before arrival</li> <li>• Reminded to wash hands or use hand sanitiser immediately upon arriving on site</li> <li>• Wherever possible, all visitors/contractors are booked to visit the school outside of school hours</li> <li>• Clear signage near entrance for how delivery drivers should behave</li> <li>• Careful records kept of who has been on site and when</li> <li>• Are not allowed to access the staff room</li> <li>• If they need to use the staff toilet, they must clean it after use, using disinfectant spray and wiping down with a paper towel</li> <li>• Perspex screen protecting receptionist</li> <li>• Placing of signing in book at 2m distance or greater from receptionist</li> </ul>	

### Outdoor play and PE

	Hazard	Control measures	Comments / Re-assessment
1	Close contact between pupils outside	<ul style="list-style-type: none"> <li>• Pupils not permitted to engage in close contact play - e.g. wrestling, confined spaces, etc.</li> <li>• Activities in PE/Games will promote individualised play, skill development, running and fitness.</li> </ul>	

		<ul style="list-style-type: none"> <li>No contact sports will be played (including football, basketball, rugby, netball, etc.)</li> </ul>	
2	Play equipment that is used regularly becomes contaminated, leading to transmission	<ul style="list-style-type: none"> <li>Identify sports/play equipment (balls, etc.) that is easily cleaned</li> <li>All other play equipment has been removed from the sheds</li> <li>Almost all sports/play equipment is kept specific for each outdoor bubble. Any shared items are cleaned in between use by different outdoor bubbles.</li> <li>Pupils wash their hands immediately after break and after PE</li> </ul>	
3	Pupils touching the tap to fill their water bottles contaminate that tap, leading to transmission	Teachers to disinfect the tap handle at the end of each break	
4	Sport indoors - increased risk of respiratory infection	<ul style="list-style-type: none"> <li>Outdoor sport will be prioritised</li> <li>Where indoor sport takes place, students will be kept at a 2m distance from each other wherever possible.</li> </ul>	
5	Risk of transmission in shared changing room facilities	<p>Pupils will not be using shared changing room facilities/showers given the increased risk of transmission (and given limitations imposed by facility providers). Secondary school pupils will wear sports kit to school and where possible, sports lessons will be timetabled for the end of the day enabling students to immediately return home to shower.</p> <p>If sports lessons need to take place earlier in the day, options for less strenuous activity, or for changing in classrooms (one gender at a time) will be planned.</p>	
6	Swimming - unknown risks	Swimming lessons will resume when both government guidelines, and facility providers, allow.	

#### Enrichment activities and School Trips

Hazard	Control measures	Comments / Re-assessment
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1	Possibility of increased risk of direct/indirect transmission of Covid outside of the school setting	<p>Government guidance states that schools can resume non-overnight domestic educational visits in the autumn term.</p> <ul style="list-style-type: none"> <li>● In order to minimise any additional risks, the school will undertake the usual full and thorough risk assessment prior to the trip going ahead, paying particular attention to the <a href="#">health and safety guidance on educational visits</a> when considering visits.</li> <li>● Particular attention will be drawn to: keeping children (and wherever possible staff) within their consistent bubbles, and the COVID-secure measures in place at the destination.</li> <li>● No overnight trips, or trips abroad, will be taken until Government Guidance changes.</li> </ul>	
2	Increased risk of transmission arising from travelling by minibus or public transport	<ul style="list-style-type: none"> <li>● The School will prioritise the use of outdoor spaces in the local area (eg nature walks, the Botanic Gardens).</li> <li>● Wherever possible, local venues within walking distance (eg. the Fitzwilliam Museum) will be chosen over those further away.</li> <li>● The Return to School Guidance does not deal specifically with school minibus use for school trips. However, it does allow non-residential trips in the UK to take place, and it does provide guidance on dedicated school transport (services that are used only to carry pupils to school). To mitigate the potential increased risks of travelling in a minibus together, pupils only travel on minibus in pre-existing school bubbles. Organised queuing and boarding (maintaining distance if at all possible) is put in place. Where possible pupils sit next to their desk buddies. To protect staff, all staff must travel in the very front of the minibus. Through ventilation of fresh air (from outside the vehicle) is maximised through opening windows. Pupils in secondary school (Yr 7-11) wear face coverings while on the minibus, though this does not apply to those who are exempt from wearing a face covering on public transport.</li> <li>● Additional cleaning of minibus before and after use. All passengers to use hand sanitiser upon boarding and disembarking</li> </ul>	

**Risks Associated With Someone Showing Symptoms at school**

	Hazard	Control measures	Comments / Re-assessment
1	Someone is identified with symptoms at school and infects others	<p>To minimise this risk the school will follow the government regulations as set out in <a href="#">Guidance for full opening: schools</a></p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow COVID-19: guidance for households with possible coronavirus infection, which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>While the symptomatic 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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a designated bathroom. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) or where a person already has routine intimate care needs that already involves the use of PPE.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	

		<ul style="list-style-type: none"> <li>• The Meeting Room has been allocated as the Medical Room for isolation of any symptomatic person until they can leave the site.</li> <li>• The allocated bathroom is the staff bathroom on the ground floor of 18.</li> <li>• Our cleaning protocols have been updated to reflect the increased cleaning requirements following a suspected case of Covid-19 within the school</li> </ul>	
2	Failure to clean areas where the symptomatic pupil was prior to going to the Medical Room	<ul style="list-style-type: none"> <li>• Detailed instructions developed in Updated Cleaning Plan for cleaning following a suspected case of Covid-19 within the school</li> </ul>	
3	Infected tissues or PPE is not disposed of properly, putting cleaners or other users of the Medical Room at risk of transmission	<ul style="list-style-type: none"> <li>• Dispose of all waste in keeping with guidance provided in the Medical Room, to include double bagging of infected tissues and quarantining of waste for 72 hours before disposal. Full details in our Updated Cleaning Plan</li> </ul>	
4	A pupil or member of staff returns to school too soon while still infectious, potentially leading to transmission	<ul style="list-style-type: none"> <li>• Rules for self-isolation and testing to be communicated to the family in keeping with government guidance <u><a href="#">COVID-19: guidance for households with possible coronavirus infection</a></u>:</li> <li>• Having had symptoms, and having had 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.</li> <li>• If someone tests positive, they should follow the <u><a href="#">COVID-19: guidance for households with possible coronavirus infection</a></u> and 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 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 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 their household should continue self-isolating for the full 14 days.</li> </ul>	
5	The school does not inform the relevant bodies after someone who attends the school has tested positive for Covid	<ul style="list-style-type: none"> <li>• The school will follow the government guidance on managing confirmed cases of coronavirus (COVID-19) amongst the school community including:</li> </ul>	

		<ul style="list-style-type: none"> <li>Once we know of a positive test we will immediately contacting the local health protection team:</li> </ul> <p>PHE East of England Health Protection Team, Council Offices, College Heath Road, Mildenhall, IP28 7EY EastofEnglandHPT@phe.gov.uk Phone: 0300 303 8537</p> <ul style="list-style-type: none"> <li>The local health protection team will then carry out a rapid risk assessment and will lead the process from that point.</li> </ul>	
6	Concern among the class group if a pupil or staff member is sent home showing symptoms	<ul style="list-style-type: none"> <li>The school <b>must not share</b> the names or details of people with suspected (or confirmed) coronavirus unless instructed to do so by PHE. However, names should be recorded for school records.</li> <li>The school will keep a record of pupils and staff within each bubble, and any close contact that may occur between bubbles within school, to assist the work of PHE.</li> <li>If an individual within the school tests positive for Covid-19 we will follow the instructions of our local health protection team regarding self-isolation of any who have been in close contact with the infected person. All affected families will be informed.</li> </ul>	

#### Risk associated with sanitising gel and cleaning products

	Hazard	Control measures	Comments / Re-assessment
1	Children could ingest sanitising gel or cleaning spray leading to poisoning/respiratory distress	<ul style="list-style-type: none"> <li>Sanitising gel is kept near teacher's desks and in public areas</li> <li>Children spend little time unattended within the school setting</li> </ul>	
2	Over exposure to hand sanitising gel can cause skin dryness and cracking which may lead to irritant contact dermatitis, which is not only painful, but can increase exposure to infection with COVID-19 through broken skin.	<ul style="list-style-type: none"> <li>Staff alerted to this fact. Staff will encourage children to wash hands thoroughly in preference to hand sanitiser where possible and will be alert to children overusing hand sanitiser</li> </ul>	



3	Alcohol based hand rubs/gel could provide a fire with an accelerant.	<p>Hand sanitizers must be stored in accordance to COSHH and NPSA Alert (2005/07) as alcohol based hand rubs/gel could provide a fire with an accelerant.</p> <ul style="list-style-type: none"> <li>● Reserve stocks of hand sanitizer (and other flammable liquids) will be kept in a lockable metal cupboard.</li> <li>● The hand rub/gel must be kept away from naked flames and ignition sources.</li> <li>● Dispensers should not be sited directly above or adjacent to electrical sockets or switches.</li> </ul>	
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### Pupil and staff wellbeing and mental health

	Hazard	Control measures	Comments / Re-assessment
1	The coronavirus (COVID-19) outbreak may have caused significant mental health or wellbeing difficulties for some children.	<ul style="list-style-type: none"> <li>● Staff have been alerted to this issue and have been encouraged to provide opportunities for children to talk about their experiences</li> <li>● Anxiety levels may well be highest for: <ul style="list-style-type: none"> <li>those who have themselves been shielding previously,</li> <li>those living in households where someone is clinically vulnerable,</li> <li>those concerned about an increased vulnerability to coronavirus, including those from BAME backgrounds or who have certain health conditions such as obesity and diabetes.</li> </ul> </li> </ul>	
2	Safeguarding issues may have intensified/emerged for children during the prolonged period at home	<ul style="list-style-type: none"> <li>● Staff have been alerted to this possibility and have been reminded of their need to be vigilant in reporting any concerns regarding children</li> </ul>	
3	Staff may be struggling with dealing with stress resulting from the virus	<ul style="list-style-type: none"> <li>● The Trustees have been alerted for the need to consider the mental health and wellbeing of staff (including school leaders themselves), and the need to implement flexible working practices in a way that promotes good work-life balance for teachers and leaders.</li> </ul>	

4	Staff may be anxious about returning to school and exposing themselves to increased risks of transmission	<ul style="list-style-type: none"> <li>All staff have been encouraged to approach a senior manager with any specific or general concerns they have.</li> </ul>	
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**School, or sections of school need to be locked down**

	<b>Hazard</b>	<b>Control measures</b>	<b>Comments / Re-assessment</b>
1	Individual pupils miss significant amounts of contact time at school because of the need to self-isolate	<ul style="list-style-type: none"> <li>Teachers will be making detailed lesson plans at least a week in advance, so that any children who need to self-isolate are able to follow what the rest of their class is covering, at home, online.</li> </ul>	
2	Illness, or the requirement to self-isolate, leads to a large number of teaching staff not being able to attend school. This results in an interruption to pupils' learning.	<ul style="list-style-type: none"> <li>Contingency plan for additional supply staff/reallocation of staff being developed in time for September</li> <li>Mitigation measures in place (see above) to try and avoid transmission of virus within the school.</li> </ul>	
3	Requirement that certain bubbles/whole school self-isolates leading to an interruption in pupils learning	<ul style="list-style-type: none"> <li>Contingency plan for remote learning being further developed, using our experience from in time for September</li> </ul>	