

## SAINT JOHN'S CE PRIMARY SCHOOL COVID-19 SCHOOL RISK ASSESSMENT



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.

This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by Gloucestershire County Council Safety and Health Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority.

The risk assessment will be reviewed on a weekly basis and will be updated following any further [government guidance](#).

## School Response to Government Statement (21.02.22)

On 21<sup>st</sup> February the Prime Minister set out the next phase of the Government's COVID-19 response. [Guidance for schools](#) was changed in light of this. Public health advice for [People with COVID-19 and their contacts](#) changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

In light of these changes:

- Pupils, staff and other adults with COVID -19 symptoms, a positive test result, or who are a close contact of a case should follow the guidance for [people with COVID-19 and their contacts](#). This continues to advise that the most effective way to avoid passing on COVID-19 infection is to stay at home and avoid contact with other people. It recognises that you will not always know whether someone you come into contact with outside your home is at higher risk of becoming seriously unwell and that this means that it is important to follow the guidance in order to keep others safe.
- NOTE: It is no longer a legal requirement for a child to isolate, so pupils can be allowed to return to school. Parents are encouraged to contact the Head if they have concerns around a decision regarding Covid isolations as Saint John's values communication between school and home very highly.
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- Staff will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the [NHS get tested for COVID-19 guidance](#).
- Face coverings are no longer advised for staff and visitors in classrooms or communal areas. Staff and visitors are welcome to wear face coverings if this is their preference.
- If the following thresholds are reached, the school's outbreak management plan will be initiated and we will consult with the LA/UKHSA/DfE:
  - A higher than previously experienced and/or rapidly increasing numbers of staff or pupil absences due to COVID-19 infection
  - Evidence of severe disease due to COVID-19, for example if a pupil or member of staff is admitted to hospital due to COVID-19
  - A cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group
- We will identify who in the workforce had previously been considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk and refer to government guidance:

[Guidance for people previously considered clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

[COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK \(www.gov.uk\)](#)

- We will identify, and where necessary plan for, children who were previously considered CEV – they should follow the same [COVID-19 guidance](#) as the rest of the population unless they have received personal advice from their specialist or clinician on additional precautions to and take.
- Children will no longer operate in ‘bubbles’ during the school day, during before or after school clubs, or in wrap-around care. They will gradually start to mix in larger groups.

Unless a virtual platform is preferable, collective worship will take place in the school hall.

**Changes to the Full Reopening of School Risk Assessment (March 2021) - arising from on-going risk assessment review**

Issue arising	Action taken	Date
Classroom temperatures and airflow	Staff reminded to monitor ventilation in classroom and staff to assess the balance between good ventilation and classroom temperature being conducive to learning Heating hrs increased	30.09.20
Pupils' hands are getting very dry to use the extra handwashing	Text to be sent to parents re perhaps moisturising their children's hands after school plus this to be mentioned in the newsletter	30.09.20
Almost ran out of paper towels	Caretaker/office to ensure enough stock	07.10.20
Parent questionnaire a few concerns over consistent approach to washing of hands and passing in corridors	Staff reminded of need to regularly wash hands (especially on arrival, after visiting the toilet and before food) and the Road-map generally.	02.11.20
Changes due to move in to Tier 4	Parent to wear face masks at drop off / collection	04.01.21
	Siblings to wait with parent in the playground at collection time	
	Staff to have the option to wear a face mask / visor when in the corridor or working closely with a group of children	
	Staff morning meetings to be held in the hall	
Maximum of 4 people in the staffroom		
Face masks for staff clarification	Staff have the option to wear a face covering in the classroom. We will continue to follow govt recommendations of wearing face coverings when moving around corridors and communal areas (including outside).	1.3.21

Lateral flow covid-19 tests	<p>All staff to undertake a lateral flow covid-19 test 2x weekly – Wed and Sunday evening between 6-7pm.</p> <p>Staff to keep an accurate record of the result. Inform HT immediately if test is positive – ring JM on mobile</p> <p>If positive staff member to remain at home and take a standard covid PCR test. Then inform HT. Members of their household to self-isolate in-line with latest govt guidance and report tests results by calling 119. Sch to keep a record.</p> <p>Sch to follow agreed procedures on closure of bubble if appropriate.</p>	1.3.21
Staff that mix bubbles	See separate risk assessment	1.3.21
New guidance	Sch to continue to follow the latest govt guidance – at present Schools Coronavirus operational guidance Feb 2021.	1.3.21
Classroom tables	Teachers advised that they are now allowed to reorganise tables back to groups rather than rows.	25.05.21
Amendments in response to government statement 21/02/22	See amendments in the final section of the risk assessment.	



	<ul style="list-style-type: none"> <li>• Sufficient supplies of tissues provided for each room</li> <li>• Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. catering and hygiene suppliers)</li> <li>• Arrangements made with cleaners to agree working hours. Remove rubbish daily and dispose of it safely – see separate procedures for possible Covid-19 waste</li> </ul>	
	<ul style="list-style-type: none"> <li>• Evacuation procedures to remain the same except: <ul style="list-style-type: none"> <li>-Reception staff to open partition gate</li> <li>-pupils will social distance when lining up in the playground</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Staffroom cleaned regularly.</li> </ul>	
Poor <b>cleaning regimes</b> leads to spread of infection	<ul style="list-style-type: none"> <li>• Thorough cleaning of rooms at the end of the day</li> <li>• Regular cleaning of toilets</li> <li>• Shared materials and surfaces cleaned and disinfected frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.)</li> <li>• Outdoor equipment appropriately cleaned between groups of pupils</li> <li>• Toys and play equipment appropriately cleaned and not shared with multiple groups</li> </ul> <p><b>Daily cleaning</b> Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> </ul>	<b>See Cleaning Action Plan</b>

	<ul style="list-style-type: none"> <li>• Teaching and learning aids</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Toys</li> <li>• Telephones</li> </ul>	
<p><b>Contact and mixing of pupils and adults</b> not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> <li>• Sch divided into 7 'Year Group Bubbles'. Bubbles do not mix and where mixing is more likely, social distancing of 2m will be required</li> <li>• Bubbles use same classroom throughout the day</li> <li>• Pupil movements around the sch kept to a minimum and controlled</li> <li>• Pupils reminded to keep on the left in corridors</li> <li>• Year groups do not mix to play sports or games together</li> <li>• PE equipment left out after use for CB to sanitise and then put away</li> <li>• The number of pupils in shared spaces (e.g. hall) is limited to specific group(s) on specific tables</li> <li>• Pupils eat in own classroom</li> <li>• Class Assemblies planned for – vicar video assemblies planned</li> </ul>	<p><b>New systems shared with all stakeholders</b></p>
<p><b>Contact and mixing of pupils and adults at play and lunchtimes</b> not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> <li>• Play equipment (incl the trimtrail) not used</li> <li>• Clear demarcation of outdoor spaces for each group – barriers or markers to be used to prevent any group cross over</li> <li>• Staggered playtime/lunchtime rotas in place</li> </ul>	<p>Rotas shared with all staff</p>

<p><b>Classrooms</b> poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> <li>• Class groups kept together throughout the day and do not mix with other groups</li> <li>• Regular inspection of classrooms</li> <li>• Sufficient handwashing facilities are available.</li> <li>• Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied</li> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff or pupils</li> <li>• Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups</li> <li>• Equipment used in practical lessons cleaned thoroughly</li> <li>• Limit shared resources being taken home / Avoid sharing books and other materials where possible</li> <li>• Waste from any possible Covid-19 case kept in bin in the Barton Room. Bin emptied by member of staff that looked after the child and contents kept in safe place (shed no.2) for 72 hrs before placing in general waste</li> <li>• Returning to School document agreed by all relevant staff.</li> </ul>	
<p><b>Poor toileting regime</b> increases risk of spread of infection</p>	<ul style="list-style-type: none"> <li>• Toilets cleaned regularly</li> <li>• Limiting the number of pupils who use the toilet facilities at one time</li> <li>• Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing</li> </ul>	
<p><b>Office staff</b> coming into direct contact with large numbers of people</p>	<ul style="list-style-type: none"> <li>• Hand sanitiser provided at front entrance</li> <li>• Visitors must use hand sanitiser before signing in</li> <li>• Maximum of 4 people in the office at any one time</li> </ul>	

through entrance or foyer		
<p><b>Visitors to school/ meetings in school</b></p> <p>Increase risk of spread of infection if procedures are not followed</p>	<ul style="list-style-type: none"> <li>• Communication with all contractors and suppliers that they will need to support the school’s plans in full.</li> <li>• Visitors to the school will be limited by exception eg emergencies</li> <li>• Where possible, visits arranged outside of school hours</li> <li>• Deliveries/visits arranged in advance and risk assessment procedures requested prior to visits when appropriate</li> <li>• Meetings on a virtual platform wherever possible</li> <li>• Parents/carers not allowed into school without an appointment</li> <li>• Visitors made aware of school procedures</li> <li>• Visitors to wear a mask or visor if working closely with pupils or adults</li> <li>• Open Days/Parents Evenings – school to follow GCC recommendations. Planned for Term 5/6 with separate RA.</li> <li>• A record kept of all visitors to assist NHS test and trace, including: <ul style="list-style-type: none"> <li>- Name</li> <li>- Phone number</li> <li>- Date of visit</li> <li>- Time of arrival / departure</li> <li>- Name of staff member assigned</li> </ul> </li> </ul>	
<p><b>OSCA increases the risk of pupils mixing</b></p>	<ul style="list-style-type: none"> <li>• Split into infant and junior bubbles to minimise bubble mixing.</li> <li>• Located in hall and all surfaces and equipment cleaned regularly</li> <li>• See OSCA full risk assessment</li> </ul>	

<p><b>Lettings not correctly managed leading to heightened risk of spread</b></p>	<ul style="list-style-type: none"> <li>• OSCA permitted</li> <li>• No other lettings at this stage</li> </ul>	
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**Section.1b: General Communication and Communication of risk**

<p><b>Lack of awareness of policies and procedures</b> leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> <li>• All stakeholders reminded to read the Saint John’s Road-map</li> <li>• Daily briefing to pupils on school rules and measures with reminders before leaving rooms.</li> <li>• COVID-19 posters/ signage displayed</li> <li>• For self-isolation procedures see latest govt guidance</li> <li>• Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website).</li> <li>• Staff given copy of risk assessment</li> <li>• Regular communications to parents (and young people) via school website and letters</li> <li>• Communication with others (e.g. extended school provision, lettings, regular visitors, etc.</li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security</li> <li>• Keep parent appointments / external meetings on ClassDojo or Zoom/Teams where possible</li> <li>• Staff meetings to take place on Zoom or in a well-ventilated space with appropriate face covering and social distancing.</li> </ul>	
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**Section.2: Close Contact & Illness Management**

<p><b>Poor management of infectious diseases</b></p>	<ul style="list-style-type: none"> <li>• The Barton Room used as designated area for close contact and illness management. Unwell pupils in this room until parents come to collect them. Unwell pupils/adults to use the disabled toilet. CB to be notified of need for it to be cleaned after use.</li> <li>• Procedures in place should someone become unwell whilst attending school. Make sure staff in school know that they should: <ul style="list-style-type: none"> <li>○ One adult from bubble to take pupil to the Barton Room and stay with pupil. If no other adult is available then ring the Office. An adult will then come and collect the pupil</li> <li>○ Use hand sanitiser in first instance. Wash their hands for 20 seconds after making contact with the ill pupil</li> <li>○ If showing symptoms of C-19: <ul style="list-style-type: none"> <li>▪ First aiders should wear PPE (provided)</li> <li>▪ Ring for child/adult to go home immediately</li> <li>▪ Follow latest govt guidance on procedures</li> </ul> </li> </ul> </li> <li>• Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>• Information shared about testing available for those with symptoms.</li> <li>• PPE provision - pupils 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;</li> <li>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as</li> </ul>	
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	<p>minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces</p> <ul style="list-style-type: none"> <li>• Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</li> <li>• Washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• Wear gloves or cover hands when dealing with open wounds;</li> <li>• If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• Dispose of all waste safely – double black bag in shed. Shed locked afterwards. Kept for 72 hrs then added to general waste in outside bin.</li> <li>• Employees who have close hands-on contact should monitor themselves for symptoms of possible COVID-19 over the following 10 days.</li> </ul>	
<p><b>Suspected case of COVID-19</b> not managed effectively which places others at risk</p> <p><b>Cleaning regime does not deep</b></p>	<ul style="list-style-type: none"> <li>• Make contact with relevant agencies e.g. PHE, Local Authority (,COVID-19 school related issues for 01452 426015 – will be answered as ‘In Year Admissions’ but staff are ready to advise re: Coronavirus - <a href="mailto:covidschoolenquiries@gloucestershire.gov.uk">covidschoolenquiries@gloucestershire.gov.uk</a>); NHS 111 –</li> <li>• Clean and disinfect surfaces the person has come into contact with, including: <ul style="list-style-type: none"> <li>○ Objects which are visibly contaminated with body fluids</li> </ul> </li> </ul>	

<p><b>clean the suspected area</b> and leads to further risk of re-infection</p>	<ul style="list-style-type: none"> <li>○ All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells)</li> <li>● When cleaning hard surfaces and sanitary fittings, use either: <ul style="list-style-type: none"> <li>○ Disposable cloths, or</li> <li>○ Paper rolls and disposable mop heads</li> </ul> </li> <li>● When cleaning and disinfecting, use either: <ul style="list-style-type: none"> <li>○ A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>○ A household detergent, followed by a disinfectant with the same dilution as above</li> <li>○ An alternative disinfectant, that's effective against enveloped viruses</li> </ul> </li> <li>● Make sure all cleaning staff: <ul style="list-style-type: none"> <li>○ Wear disposable gloves and apron</li> <li>○ Wash their hands with soap and water once they remove their gloves and apron</li> </ul> </li> <li>● Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine</li> <li>● Clean and disinfect anything used for transporting these items with standard cleaning products</li> <li>● Launder any possibly contaminated items on the hottest temperature the fabric will tolerate</li> <li>● If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning</li> <li>● Dispose of any items that are heavily soiled or contaminated with body fluids.</li> <li>● Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag, tie and keep securely in shed outside for 72 hrs before adding to general waste</li> </ul>	
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<b>Section.3: Employees</b>		
<b>Lack of understanding of risk control measures or poor communication</b> leads to increased risk of infection	<ul style="list-style-type: none"> <li>• Employees are fully briefed about plans and protective measures identified in the risk assessment</li> <li>• Regular communication about systems, procedures and changes to either</li> </ul>	
<b>Poor mental health</b> leads to increased rates of staff absence	<ul style="list-style-type: none"> <li>• Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference</li> <li>• Access to Occupational Health and Employee Assistance programme <a href="https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/">https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/</a></li> <li>• Staff can contact a member of SLT or a governor if they wish to discuss their well-being or need other support</li> </ul>	<p><b>Principles for staff</b></p> <ul style="list-style-type: none"> <li>• Do not come to work if you have covid symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible</li> <li>• Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li>• Use the 'catch it, bin it, kill it' approach</li> <li>• Avoid touching your mouth, nose and eyes</li> <li>• Clean frequently touched surfaces often using standard products, such as detergents and bleach</li> <li>• Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face</li> </ul>
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<b>Risk to vulnerable employees</b>	<ul style="list-style-type: none"> <li>• Vulnerable employees ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding</li> <li>• Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity</li> <li>• Where necessary individual risk assessments for employees at special risk (take account of medical advice)</li> </ul>	<p>to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important)</p> <ul style="list-style-type: none"> <li>• Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary</li> <li>• Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters</li> <li>• Prevent your class from sharing equipment and resources (like stationery)</li> <li>• Keep your classroom door and windows open if possible for air flow</li> <li>• Limit the number of children from your class using the toilet at any one time</li> <li>• Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms</li> </ul>
<b>Poor hygiene routines</b> lead to increased risk of infection spreading between staff	<ul style="list-style-type: none"> <li>• Frequent hand washing encouraged for adults (following guidance on hand cleaning)</li> <li>• Pupils and adults are encouraged not to touch their mouth, eyes and nose</li> <li>• Pupils and adults encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	
<b>Lack of reduced contact and distancing</b> increases risk of virus spread	<ul style="list-style-type: none"> <li>• Where possible use a simple 'no touching' approach for young chdn to understand the need to maintain distance</li> <li>• Older chdn to be encouraged to keep their distance within bubbles</li> <li>• Staff to keep 2m from other adults where possible</li> <li>• Staff in shared spaces to avoid working facing each other</li> <li>• Staff providing close hands-on contact with pupils with additional needs to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing</li> </ul>	
<b>Timetabling</b>	<ul style="list-style-type: none"> <li>• Reviewing timetables to decide which lessons or activities will be delivered on what days.</li> <li>• Identify and plan lessons that could take place outdoors.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Use the timetable to reduce movement around the school or building</li> <li>• Staggered break and lunch times. Where possible, the same staff member will stay with a group during lunchtime to minimise contact with other adults</li> <li>• Supply and peripatetic staff to follow the risk assessment</li> <li>• Volunteers limited and only used in essential case</li> </ul>	
<b>Vulnerability of pupils not in school</b>	<ul style="list-style-type: none"> <li>• Teachers to plan for remote learning if their bubble closes</li> <li>• Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls</li> </ul>	
<b>Section 4: Lateral Flow Testing of Staff</b>		
<b>Staff unaware or unclear of national guidance and expectations of the LFT</b>	<ul style="list-style-type: none"> <li>• All staff aware of DfE and PHE guidance for Lateral Flow Devices use and that this is optional</li> <li>• Tests have been validated by PHE and University of Oxford</li> <li>• Staff who opt-in are expected to read the following documentation <ul style="list-style-type: none"> <li>○ An introduction to Rapid Self-testing for Covid-19 – inside the box</li> </ul> </li> <li>• Tests to be carried out by all staff who are in school twice weekly (Weds / Sun between 6-7pm)</li> <li>• People who decline to participate in this testing programme should follow the usual national guidance on self-isolation and get tested if they show symptoms</li> </ul>	<p><a href="https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&amp;safe=true">https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&amp;safe=true</a></p> <p><a href="https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54">https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54</a></p>
<b>Risk of staff being lulled into false sense of security if test is negative and</b>	<ul style="list-style-type: none"> <li>• Staff clear about accuracy of LFT test</li> <li>• Staff to ensure that all risk minimising measures to remain in place for all staff whether they're regularly testing or not and remind staff of this – HANDS / FACE / SPACE</li> <li>• Regular communication to staff about testing protocols</li> </ul> <p>Information shared with all staff about where risks remain.</p>	<b>See guidance above</b>

<p><b>inadvertently causing further spread of the virus</b></p>		
<p><b>Risk of data being collected and stored without consent</b></p>	<p>Ensure that all staff are aware of:</p> <ul style="list-style-type: none"> <li>• Privacy Notice shared with all staff: <ul style="list-style-type: none"> <li>• how their data will be kept and used - Data shared with school</li> <li>• Personal Data will be involved</li> <li>• Processing of personal data after a positive response explained</li> <li>• Staff rights</li> <li>• Staff aware of how to make a complaint about the process if necessary</li> </ul> </li> </ul>	<p><b>See guidance above</b></p>
<p><b>Incorrect storage of test kits at home and incorrect carrying out of test leads to increased risk of virus spread or potential harm to staff</b></p>	<ul style="list-style-type: none"> <li>• Test kits to be stored at room temperature</li> <li>• Staff aware that the LFT doesn't replace any national guidance regarding Hands / Face / Space</li> <li>• Staff aware of the need to follow national guidance with regards to self-isolation</li> <li>• Tests are only for the use of the person assigned the kits – they should not be taken by anyone else</li> <li>• Staff to only use each item in the test once – they should not re-use the items</li> <li>• Staff to receive training and shown all materials to enable them to understand how to use the test prior to any test being shared</li> <li>• Staff to be able to follow instruction manual at all times v1.3.2 (Blue cover and not the one with a picture on it)</li> <li>• Staff to maintain expected level of control when using e.g. clean hands etc.</li> </ul>	<p><b>See guidance above</b></p>

	<ul style="list-style-type: none"> <li>• Staff must wait for 30 minutes before they check the results – results are invalid after 30 minutes</li> <li>• Staff to ensure the safe removal of packaging and test kit and subsequent disposal following the completion of the test using the bag provided</li> <li>• Staff to understand how to log their test with <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> (to be done if a positive result only)</li> <li>• Staff to understand that in the case of a positive test they are to contact HT immediately and both them and their family to isolate and book a PCR Test immediately</li> <li>• Staff whom have a void test to retest; In the event of x2 void tests, they must book a PCR test</li> <li>• Staff to ensure school are aware immediately of any + test outcome</li> <li>• Tests are able to be taken by staff who are pregnant</li> <li>• Someone who has been vaccinated are advised to still take the test</li> <li>• Staff who have suffered a recent nose bleed should swab the other nostril</li> <li>• Staff are advised to not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test</li> <li>• Throat and nostril swab is seen as being the best but if there is a reason why this cannot happen, staff are advised to swab both nostrils</li> </ul> <p>If staff have problems with hands or vision, they are advised to ask someone to assist them</p>	
<b>Section.5: Pupils</b>		
<b>Pupils spreading virus</b>	<ul style="list-style-type: none"> <li>• Staff on duty outside school to monitor protection measures</li> <li>• Pupils to be given regular reminders about school procedures</li> </ul>	<p><a href="#">e-Bug</a> has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> <li>• <a href="#">Horrid hands</a></li> <li>• <a href="#">Super sneezes</a></li> <li>• <a href="#">Hand hygiene</a></li> </ul>

<p><b>Hand hygiene</b> not being followed</p>	<ul style="list-style-type: none"> <li>• Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition</li> <li>• Frequent hand washing encouraged for pupils (following guidance on hand cleaning) including hands cleaned on arrival at school, before and after eating, and after sneezing or coughing</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently.</li> <li>• Pupils are encouraged not to touch their mouth, eyes and nose</li> <li>• Pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Respiratory hygiene</a></li> <li>• <a href="#">Microbe mania</a></li> </ul>
<p><b>No limit to equipment increases risk of spread of the virus</b></p>	<ul style="list-style-type: none"> <li>• The equipment pupils bring to school is limited to essentials: Lunch box Hat/coat Books Book bag Mobile phone</li> <li>• School to provide stationary and where possible not shared</li> </ul>	
<p><b>Pupils who show signs of Covid-19 or who are unwell are not isolated and this increases risk of virus spreading</b></p>	<ul style="list-style-type: none"> <li>• Chdn who display symptoms/become ill during the school day are to be isolated in the Barton Room</li> <li>• Parents to be contacted immediately and a member of staff to wait with the pupil and to wear PPE</li> <li>• Areas used by unwell pupils to be cleaned thoroughly once vacated</li> <li>• Disabled toilet used only for unwell pupils/adults</li> </ul>	

<b>Vulnerable pupils</b>	<ul style="list-style-type: none"> <li>• Regular reporting to Local Authority and Dept for Education regarding attendance of key groups</li> <li>• Regular contact with vulnerable pupils</li> <li>• Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home</li> <li>• Risk assessment of vulnerable pupils - <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</a></li> <li>• Review EHCPs where required</li> </ul>	
<b>Pupil Behaviour</b>	<ul style="list-style-type: none"> <li>• Review behaviour policies to agree acceptable behaviours – and agree how pupils not following social distancing rules will be managed</li> <li>• Revised Home-School Agreement created and shared with all stakeholders</li> </ul>	
<b>Section.6: Parents</b>		
<b>Parental gathering increases risk of virus spreading</b>	<ul style="list-style-type: none"> <li>• Parents’ drop-off and pick-up protocols shared with all parents to minimise contact</li> <li>• 8.35-9am school start time to avoid large groups entering at the same time.</li> <li>• Staggered collection times –YR 3pm, Y1 and Y2 3.05pm, Y3 and Y4 3.10pm and Y5 and Y6 3.15pm.</li> <li>• Siblings to wait with parents, where possible one parent only to collect and to wear a face mask.</li> <li>• Communicate to parents on the preventative measures being taken (e.g. risk assessment and Home-School Agreement Policy)</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors.</li> <li>• Parents and pupils encouraged to walk where possible</li> </ul>	<b>Information shared with parents through Road map</b>  <b>Staff on duty at beginning and end of day to closely monitor protection measures and report to SLT on them</b>

	<ul style="list-style-type: none"><li>• Encourage parents to phone school for general enquiries and use Clasdojo for advice on learning</li><li>• Discourage parents and pupils from bringing in toys and other play items from home</li><li>• All parents in a 'bubble' informed if pupils/adults within it have displayed symptoms and will be informed of any developments</li></ul>	
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